UWSC
UNIVERSITY of WISCONSIN
SURVEY CENTER

Project: P1776: Madison Parks Study
Memo Title: Project Timeline
File Name: P1776_Timeline_ V01
Date: 14 November 2023
To: Ann Freiwald
From: Jaime Faus

August 2023

- ✓ UWSC provides reviewed survey to research team for comments

September 2023

- ✓ 9/14: Kick-off Meeting with UWSC and research team (Lisa Laschinger)
- ✓ 9/14: UWSC provides examples of envelope, letter, and reminder letter for review by research team
- ✓ 9/27: Research team returns comments on questionnaire
    - Return comments by UWSC sent 9/27, research team returns comments on 9/28, UWSC returns comments on 9/29

October 2023

- ✓ 10/3: Cash ordered by UWSC for push to web letters
- ✓ 10/12: Survey and letters finalized
- 10/18: Initial programming complete of instrument, ongoing development and debugging by UWSC and research team
- Contract finalization delayed launch; timeline shift to launch in January to avoid holiday season mailings

December 2023

- 12/15: Finish development and debugging of instrument

January 2024

- 1/5: Research team provides sample parameters for UWSC to order sample
    - UWSC places order for sample
- 1/12: Sample arrives from vendor, UWSC cleans sample to prepare for import
- 1/16: Sample imported, mail merges are sent to UWSC M&DE for preparation
- **1/23: Initial mailing of push-to-web letter posts**

February 2024

- 2/2: Follow-up reminder letter posts
- 2/23: Data collection closes

March 2024

- UWSC cleans final dataset after data collection ends
- UWSC prepares and provides final data delivery provides final data delivery