

# Template: Data Collection Plan

Use this to help you plan the information and data that needs to be collected at any stage of your project. You may want to add another column to the right with a timeline, so this can help with a work plan too. Use this plan to help you focus limited resources where they'd be most useful, while also being resource efficient.

Key Questions	Partners and Knowledge Holders	Resources	Budget and Logistics	Timeframe
<p>Add your evaluation questions here, and the sub-questions you may ask during a data collection visit.</p>	<p>Who will you work with and how? What is their role in the data collection, and how will they support each other and contribute their expertise in the most valuable way?</p>	<ul style="list-style-type: none"> <li>• Interpreters and translators</li> <li>• Vehicles and transportation to meet community partners</li> <li>• Technical experts from pilot project in nearby region</li> <li>• Partner organisation staff members</li> </ul>	<ul style="list-style-type: none"> <li>• Interpretation costs</li> <li>• Vehicle insurance</li> <li>• Compensation and transportation for technical experts</li> <li>• Compensation for partner organisation</li> <li>• Lunch and dinner for day-long trip</li> </ul>	<p>1 day + 1 day of planning</p>
<p>For example, 'what does the community need to meet its handwashing needs?' could be a sub-question for a larger one such as 'What is our role in meeting our communities' needs in X region?'</p>	<p>List out the partners you'll work with as well as external actors like government agencies, other NGOs, etc. Some of this may be in your stakeholder map</p>	<p>These are just examples - but think about what you need for the entire activity and who can support you, since that will help you plan the costs, timeframe, and then add it to your work plan</p>	<p>When moving this to your work plan, you may naturally opportunities to combine activities since they take place at the same time, region, use the same resources, etc. Combining them where possible can also help you save costs so cast a wide net when you're planning this</p>	<p>After you've done this, use a seasonal calendar approach to find the best time of year to do this, which can also go into the work plan and support the resource-based planning</p>