

## **2. Assemble the committee**

The faculty you assemble are going to be your guides in this process so choose wisely. Pick people you know you can work with and that can help you get to the final draft. Also, get to know their schedules and be clear about what you'll need from them. If your expectations, on both sides, are clear from the get go, the project will run smoother.

## **3. Hit the ground running**

Having a pile on your floor doesn't get you anywhere. With samples in hand, start to think about where you can conduct the survey. Look to personal contacts, previous employers as a start but the best option (my opinion) would be to do a company or organization you are not involved with.

## **4. Administer the Survey**

This is the most important part. With the raw data in hand, the deadline rests on you. You'll probably have to collect some more information from the organization but 90% of what you need is done.

## **5. Do the Analysis**

SPSS can be difficult but if you take some with it, especially after taking 504, you'll get through the data. When you run into a problem or have a question, figure out exactly what you need and ask someone the question. Remember; Know what you need when you ask-you're the expert on your project!

## **6. Buckle down and type, and type, and...**

### **The Organization's Side**

Here are six steps you should consider when planning your contact and working process with the organization or company you are going to survey