			CHANGE DATES HERE					
Preparing for the Survey	**From project start date**	**date**	**From OP survey launch date**	**From report delivery date**	**week num**			
Project Manager sends The NCS instrument for review	8/3/2026	8/3/2026	8/3/2026	8/3/2026	Week 1	**Prep takes 6 weeks. Can be condensed if no custom questions and no translations**		
Send Project Manager drafts of optional custom questions (if applicable)	8/10/2026	8/10/2026	8/10/2026	8/10/2026	Week 2			
Mailing materials and survey instrument are finalized	8/31/2026	8/31/2026	8/31/2026	8/31/2026	Week 5			
Conducting the Survey								
Survey opens and first invitations are mailed	9/14/2026	9/14/2026	9/14/2026	9/14/2026	Week 7	**Data collection lasts 6 weeks (OP survey begins at week 4)**		
Open participation survey begins (Project Manager will provide link)	10/12/2026	10/12/2026	10/12/2026	10/12/2026	Week 11			
Data collection closes for the random sample survey and open participation	10/26/2026	10/26/2026	10/26/2026	10/26/2026	Week 13			
Project Manager provides link to report on Polco	11/23/2026	11/23/2026	11/23/2026	11/23/2026	Week 17	**Analysis and Reporting takes 4 weeks**		
					Total: 17 weeks (10 weeks after finalizing materials)			