

IO1 PROVISIONAL TIMELINE

1) Questionnaire design, compilation and editing, organisation of focus group *[December-Feb]*

- Partners edit (in English) and return draft 1 of questionnaires to QUB (actproject@qub.ac.uk) by 19 February
- QUB completes second draft of questionnaires and conducts a pilot study by 26 February
- Final draft of questionnaire sent to partners for translation and distribution by 4 March

2) Data collection *[March- 30 April]*

Each partner should try to get as many responses to questionnaires as possible in order to give weight to our findings. Furthermore, each partner should distribute as many questionnaires as possible because we anticipate around 50% response rate. Therefore you may need to make phone calls or meet people to collect the data.

- Distributing questionnaires (via e-mail, phone, SurveyMonkey, in person)
 - i) Questionnaire for arts venues DEADLINE FOR RETURN 30 APRIL
 - ii) Questionnaire for users DEADLINE FOR RETURN 30 APRIL
- Follow-up phone calls or meetings with venues
 - QUB to send excel spreadsheet template to all partners by 29 APRIL
 - 6 MAY DEADLINE for partners to send their collated findings to the partner university in their country for translation (qualitative data) and organisation into Excel spreadsheets
 - 30 MAY DEADLINE for all collated and translated data submission

3) Focus group (invite venue managers, access providers, access association members and users) *[May]*

4) Discussions of data *[May - June]*

- Inputting quantitative data into Excel
- Preliminary statistical analysis using SPSS
- Inputting translated qualitative data
- Comparative analysis of data from all partners
- Conducting significance testing
- Comparative analysis of quantitative versus qualitative data

5) Findings report *[June-July]*

- Plan of report
- Drafts of findings report
- Objectives
- KPIs
- Recommendations, conclusions from findings etc.