

APPENDIX F

SAMPLE TIMELINE

The sample below was created for a study employing survey and focus group methodology. Investigators should create timelines that are **specific to the proposed research. Be sure to identify the calendar year in addition to the study year.**

	YEAR 1 (2009)				YEAR 2 (2010)			
	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep
Recruit & Hire Study Personnel	█							
Print Questionnaires & Create Database	█							
Establish Liaison With Units		█						
Prepare Questionnaire Mailing		█						
Send 1 st Mailing of Questionnaires		█	█					
Send Reminder Postcards		█	█					
Send 2 nd Mailing of Questionnaires			█	█				
Obtain APFT Results & Enter in Database			█	█	█			
Scan Questionnaires Into Database			█	█	█			
Questionnaire Data Cleaning					█			
Questionnaire & APFT Data Analysis					█	█		
Data Interpretation						█	█	
Focus Group Training And Planning						█		
Focus Groups						█	█	
Focus Group Data Interpretation						█	█	
Identify Intervention Strategies to Increase Exercise Participation								█
Report & Manuscript Preparation					█			█

Timeline provided courtesy of COL Laura R. Brosch, ANC