

SOP Template: Reporting and Dissemination of Survey Results

This SOP details the process for **reporting and dissemination of survey results**, covering data analysis, preparation of reports, communication strategies, stakeholder engagement, and confidentiality considerations. It ensures that survey findings are accurately presented, effectively shared with relevant audiences, and utilized to inform decision-making and policy development.

1. Purpose

To standardize the process for reporting and disseminating survey results to ensure clarity, accuracy, confidentiality, and maximum impact in stakeholder engagement and policy development.

2. Scope

This SOP applies to all team members involved in survey data analysis, report preparation, communication, and dissemination activities related to organizational surveys.

3. Roles and Responsibilities

Role	Responsibilities
Survey Lead/Project Manager	Oversees the reporting and dissemination process; approves final reports and communication plans.
Data Analyst/Statistician	Analyzes survey data; prepares statistical summaries and visualizations.
Communications Officer	Prepares dissemination materials; coordinates communication with stakeholders.
Data Protection Officer	Ensures confidentiality and data protection regulations are met.
Stakeholder Engagement Lead	Coordinates feedback and engagement with key stakeholders.

4. Procedure

- Data Analysis**
 - Clean and validate the survey data.
 - Conduct descriptive and inferential analyses as per the survey objectives.
 - Develop data visualizations (charts, graphs, etc.) to illustrate key findings.
- Preparation of Reports**
 - Draft a summary report covering objectives, methodology, key findings, and recommendations.
 - Ensure reports are clear, accurate, and appropriately referenced.
 - Review drafts internally for accuracy and clarity.
- Confidentiality and Data Protection**
 - Remove personally identifiable information from reports and disseminated materials.
 - Comply with organizational and legal data protection requirements.
- Communication and Dissemination**
 - Develop a communication plan identifying audiences, channels, and timelines (e.g., email, website, presentations, press releases).
 - Prepare stakeholder-specific summaries or briefs as needed.
 - Share results with internal and external stakeholders per plan.
 - Document dissemination activities for future reference.
- Stakeholder Engagement**
 - Solicit feedback and respond to queries about survey findings.
 - Incorporate stakeholder feedback as appropriate for future surveys or communications.
- Archiving**
 - Store final reports and dissemination records securely.
 - Maintain records in line with the organization's document retention policy.

5. Documentation

- Survey data files (raw and cleaned)
- Analysis scripts and outputs
- Draft and final reports
- Communication plan
- Dissemination records and feedback logs

6. Review and Update

This SOP will be reviewed annually or following significant changes to reporting or dissemination processes.

7. References

- Organizational Data Protection Policy
- Relevant national and international data privacy regulations (e.g., GDPR)
- Best practices in research communication and reporting