

## Project Report

Client	Date Evaluation Report	Project Name	P.O. Number
Client Company Name	29 June 2017	Example	LoE 13 June 2017
Contact Person			
Address 1	<b>Date Commissioned</b>	<b>Date Completed</b>	<b>Project Manager</b>
Address 2	8 June 2017	25 June 2017	Name
City, Province and Country			

Research Topic	Research Methodology	Research Locations
Furniture Procurement	Semi-Depth interviews	Cairo, Egypt
<b>Deliverables</b>		
Semi-transcripts and audio recordings		

Fieldwork Appraisal		
	Target Sample	Achieved Sample
<b>Construction Sector</b>		
Small companies (10-49 employees)	3	3
Large companies (250+ employees)	3	3
Lol (minutes)	30	50.5
<b>Service Sector</b>		
Companies with 10-49 employees	6	6
Minimum in information and communication	1	2
Minimum in finance services	1	3
Minimum in professional, scientific and technical activities	1	1
Membership organisation	1	0
Any of the above	2	
Lol (minutes)	30	37.8
<b>Interior Designers</b>		
Office Design Companies	2	2
Residential Interior Design Companies	3	3
Lol (minutes)	30	42.0
<b>Total</b>	<b>17</b>	<b>17</b>

Project Timings		
	Target	Actual
Commissioning	8 June 2017	-
Set-up	9 June	9 June
Recruitment	10-12 June	10-24 June
Interviewing	11-16 June	13-25 June
Conclusion of semi-transcripts	17-18 June	25 June

**Due Diligence Assessment**

Measure	Findings
Survey preparation	<ul style="list-style-type: none"> <li>Preparation of the survey included:               <ul style="list-style-type: none"> <li>Reformatting of the client's original questionnaires in order to make them more effective for the interviews and data entry operators.</li> <li>Written fieldwork instructions (including sample plan).</li> <li>Programming of the online data entry module for generation of semi-transcripts.</li> </ul> </li> <li>The survey preparation has been detailed and clear.</li> </ul>
Audio recording of interviews	<ul style="list-style-type: none"> <li>All interviews have been audio recorded and listened to in part or in full depending on the evident quality.</li> <li>The recordings are part of the deliverables to the client.</li> </ul>
Eligibility of respondents	<ul style="list-style-type: none"> <li>Verified from the audio recordings and websites.</li> <li>Business cards provided for 14 out of the 17 interviews. Three respondents did not have business cards with them at the time of the interview (out of the office).</li> </ul>
Quality of semi-transcripts	<ul style="list-style-type: none"> <li>Randomly selected segments of recordings were compared with the semi-transcripts and found to be to adequate standard.</li> <li>Truncation of verbatim responses has however taken place, but within levels deemed reasonable.</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>The survey has taken 7 days longer than planned.</li> <li>The main cause of the delay was due to the survey taking place during the month of Ramadan, when respondents are harder to pin down for an interview.</li> <li>However, agreed timings were with full advance knowledge of interviews taking place during this month. The team has therefore underestimated the duration of the survey.</li> </ul>
Updating the client	<ul style="list-style-type: none"> <li>Client updates to the client were regular but insufficient in detail regarding the recruitment progress.</li> <li>The client was therefore not in a position to approve respondents before interviews took place.</li> <li>Though the short fieldwork time goes towards explaining this short coming (with recruitment rolling into interviewing on the same day), the team's performance in this regard was below the required standard.</li> </ul>
Standard of deliverables	<ul style="list-style-type: none"> <li>Delivered as per the requirement of the client in a neat and clear fashion.</li> <li>The quality of the recordings is good.</li> </ul>

**Overall Evaluation**

- Though the survey has been executed to a good standard, the delay will doubtlessly have been an inconvenience to the client.
- The team has however been responsive by endeavours to keeping the delay to a minimum.

**Performance Rating:** (10=excellent/1 = poor): **6**

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This evaluation has been prepared by the Project Manager for this survey in cooperation with - as well as inspected by WRA's QA team.

On behalf of Incite Research International

Martin Speer  
Principal Consultant Africa



On behalf of World Research Alliance

Peter Waterman  
Head of Quality Assurance

