Attachment 1

TCS Enforcement Surveys
Weekly Time Line

Youth Access Survey	*Target Date*	*Who Responsible*
Finalize database	16-Jan	BM, HH
Survey - first mailing	23-Jan	BM
Reminder postcards - first mailing	06-Feb	BM
Survey - second mailing	20-Feb	BM
Reminder postcards - second mailing	03-Mar	BM
Follow-up phone calls	15-Mar to 31-Mar	BM
Clean and send surveys to keypunch	02-Apr	BM, HH
Import into SPSS	19-Apr	HH
Analyze data in SPSS	May	HH, TR
Write report	May/June	TR, EF

Week	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	3/1	3/8	3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28

ETS Survey		
Finalize database	06-Feb	BM, HH
Survey - first mailing	13-Feb	BM
Reminder postcards - first mailing	27-Feb	BM
Survey - second mailing	12-Mar	BM
Reminder postcards - second mailing	24-Mar	BM
Follow-up phone calls	1-Apr to 15-Apr	BM
Clean and send surveys to keypunch	16-Apr	BM, HH
Import into SPSS	26-Apr	HH
Analyze data in SPSS	May	HH, TR
Write report	May/June	TR, EF

Week:	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	3/1	3/8	3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28

EF - Ellen Feighery
TR - Todd Rogers
BM - Brain Malig
HH - Harry Haladjian