

**SURVEYGALAXY**

**Full Report Service**

## Survey Galaxy - Full Report

For customers who have conducted their survey through Survey Galaxy we are able to provide a 'full report' service.

The 'Full report' service will be provided in a draft format and consists of the following:-

### Introduction

This section will be left blank to allow the customer to write their own introduction unless they provide Survey Galaxy with the information to include in the report or Survey Galaxy have provided survey consultancy from the start to be sufficiently qualified to write the introduction.

The introduction will provide an outline to the survey, the objectives, methodologies and other relevant general information.

### Section 1 – The survey

This section will include a copy of the survey so that a complete record of the questions asked will be recorded.

### Section 2 – The Results

The results section will consist of four parts:-

#### Results Introduction

The introduction will document the survey statistics including the total number of responses, the number of partial and completed surveys and response rate.

#### Charts

A chart showing the results of each closed question, in a format to be agreed with the client (bar, pie, 3D etc). The results will be formatted with one chart per page. Some 3D charts carry a premium as they require additional formatting.

#### Data

The response data for non-free text responses will be shown in tabulated form for each question showing the results by value.

### Free text comments

The responses to any survey question that allowed a free text response will be listed in the last part of the results section by listing the question posed as a title and then followed with each of the free text response.

No editing of the responses will be made either to correct spelling mistakes, typing errors or to filter out abusive or nuisance remarks.

### **Section 3 – Executive Summary**

This is an optional section that will provide a factual narrative of each of the charts.

This section is useful for senior personnel who want to skim through the report without having to look at the individual responses of each question.

Executives are able to use this section to quickly identify findings that they will then want to look at in more detail using the other sections.

### **Section 4 – Analysis of Results**

The final section will be left blank to allow the customer to write their own analysis unless they provide Survey Galaxy with the information and/or Survey Galaxy have provided survey consultancy from the start and are sufficiently qualified with regards the survey topic to conduct the analysis.

The analysis section will interpret the survey results, form opinions and conclusions that are likely to be open to interpretation.

The compiling of this section may lead to more detailed analysis being required for specific questions. For example the results of some questions may want to be studied in more detail to look at the responses in terms of age and/or gender.

### **Sample**

A sample of a completed full report is available, the exact style and format of charts and layout of tabular data will be dependent on survey results, customer will be required to complete the reports introduction and conduct and write the detailed analyse unless it is agreed that Survey Galaxy is qualified to do so.