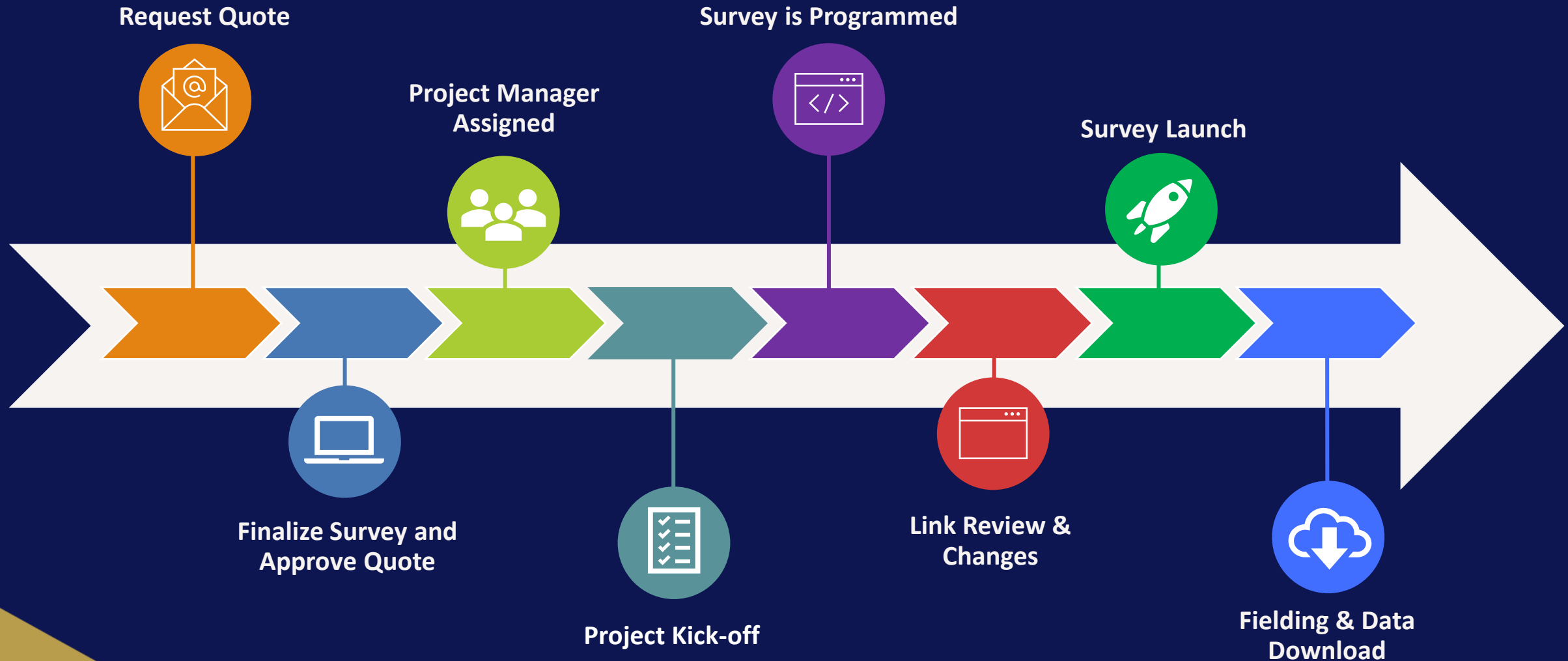


Survey Project Life Cycle



Request Quote



To request a quote visit <https://www.jibunu.com/contact> or email Quotes@Jibunu.com

What do we need?

For the most accurate quote send us a draft or final survey questionnaire. If you don't have one, please provide as much of the following information as possible:

- Length of survey in minutes or number of questions
- Number of survey completes/quotas
- Number of languages
- Any other details such as complexity of survey logic and survey features or exercises such as conjoint, max diff, text highlighting, video response capturing, etc.
- Any additional services needed such as email invitation, crosstabs, survey translations, and/or sample.

We'll review the materials and information provided and get back to you with any questions.



Next: Finalize Survey and Approve Quote

Finalize Survey and Approve Quote



Receive

We'll send a quote via email based on the questionnaire and/or specs you provided.

Review

Let us know if you have any questions or comments about the quote.

Approve

Once questions are addressed let us know if costs are approved and when you are ready to move forward.

Pro Tip

If there are still stakeholders who need to sign off on the survey it is best delay programming until the final version is ready. We have found that beginning work with a draft version can slow down the overall production time since additional rounds of changes and additional rounds of testing are needed.



Next: Project Manager Assigned

Project Manager Assigned



Now that the hard work of creating and finalizing your questionnaire is done and your survey is ready for programming. The first step in the process is assigning a project manager.



Your project manager is the link between you and the other member of the projects team. They will be your **main point of contact** going forward and will ensure your project objectives are met. Any questions, updated materials, changes to timelines, etc. should be communicated to your project manager who will relay this information back to the appropriate members of the project team.

All email communication regarding your project will have a Jibunu study number in the email subject line and will also include the projects@jibunu.com email, so our entire Project Management team is available to assist if needed.



Next: Project Kick-off

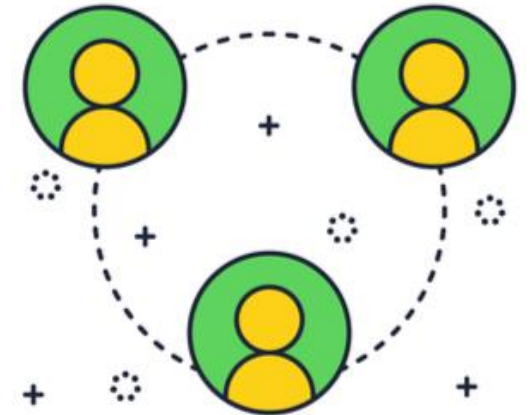
Project Kick-off



Let's get started!

Your project manager will send you an email with our standard kickoff questions. They will work with operations to determine timing and build the team that will develop the study. They will also collect details about your project: materials, quotas, sample provider(s), redirects, JUMP (Jibunu Unified Management Platform) access , and more.

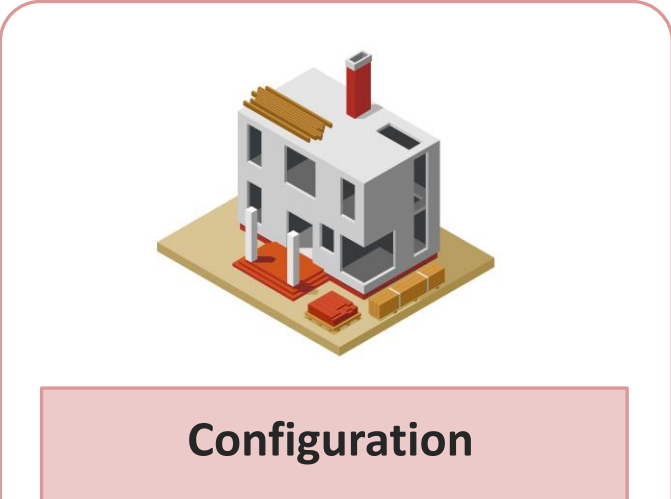
For your first project with Jibunu a kickoff call will be set up to walk you through the programming process from start to finish and the JUMP features that you will have access to for the project. After your first project, kickoff calls can be set up as needed.



Survey is Programmed

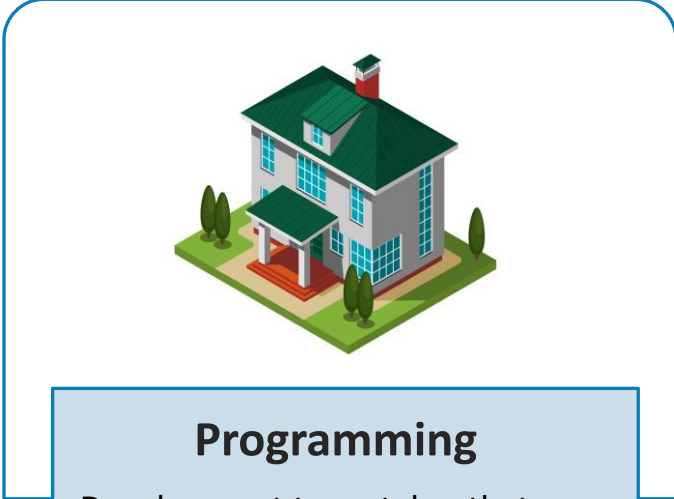


Your survey will go through a 3-stage programming process designed to maximize efficiency and quality.



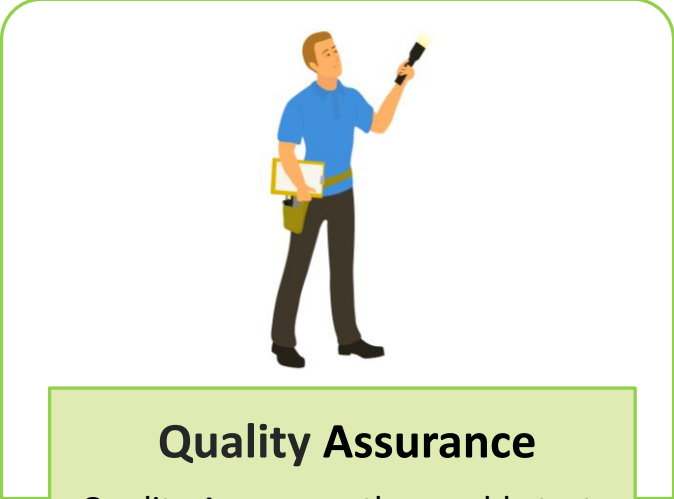
Configuration

Configuration lays the foundation by setting up question text, labeling, formatting, and basic programming.



Programming

Development team takes that foundation and adds what we call “the cool stuff”: logic, custom exercises, interactive functionality, complexity and so on.



Quality Assurance

Quality Assurance thoroughly tests the survey for accuracy. Any errors are reported back to the Configuration and Development teams, fixed, and then retested until correct.

Next: Link Review and Changes



Link Review and Changes



Once programming is complete your project manager will let you know your survey is ready to review! To access your survey link(s) navigate to the **links tab** within the **project details** app in JUMP.

Link Type	Link URL	Sample Provider	Link Description	Note
Testing	https://survey.jibunu.com/JibunuSales_Reporting/index.aspx?l=1&qamodekey=03DE0209A7	None		
Live	https://survey.jibunu.com/JibunuSales_Reporting/index.aspx?l=1	None		

Chances are you'll have some text, answer option, logic changes and maybe even a few new questions to add to your survey. To **maximize efficiency**, we recommend you follow these best practices.

- Condense and Track Changes:
 - Use the track changes and accept all changes before adding any new changes to the questionnaire
 - Send changes in batches and include change log if possible
- Use unique labels for new questions
- Avoid renumbering questions and answer options
- Don't delete questions that are moved

For more details visit <https://info.jibunu.com/index.php/2020/03/10/best-practices-for-questionnaire-documents/>

Pro Tip

You will want to make sure you build in a little bit of time in your schedule for some back and forth. Standard turnaround for changes is usually within the same business day. However, it could be more or less depending on the complexity of your study and complexity of the changes needed.



Next: Survey Review Tools

Survey Review Tools



Survey Testing

Complete survey run throughs faster with our [Client Adjustable Testing Environment \(CATE\)](#)

- Skip to Question
- Change Previous Answers
- Replicate Survey Path
- View Reporting Values and more!

- Organize Notes in One Place

- Easy Sharing and Communication

- Revisit Notes with One Click

- Track Note Status

Survey Notes

Use the [Jibunu QA Note Tool](#) to streamline the survey review and changes process

Survey Text Edits

Edit question and answer text directly in the survey test link or [Jibunu Unified Management Portal \(JUMP\)](#)

- No Waiting For Text Changes

- Make Edits Via Test Link or JUMP

- Reduce Back and Forth

- Launch Surveys Faster!

Next: Survey Launch



Survey Launch



Prepare for lift off

Once all the changes have been completed and you have approved the survey to go live, we will prepare it for launch.

We will ensure that redirects and quotas are properly set and will move the study to live mode.

- We will perform a final QA review of the live link
- We will remove all test data
- We will provide live links to you and the sample provider, if requested



Next: Fielding & Data Download



Fielding & Data Download



Now that your survey is collecting data head over to JUMP (Jibunu Unified Management Platform) to access all the tools available for your project.

Report Viewer

Several reports are available including respondent counts, tracking grids, topline, and progress reports.

Data Files

Download data 24/7, even before fielding if you'd like to review the layout, which is available in Excel, CSV, SPSS, and ASCII format.

Quota Editor

View and adjust quota counts at your convenience while you are in field.

Respondent Manager

Search and access data on the respondents in your survey, as well as clear IDs for re-invite, or re-categorize those you would like to remove from your data for quality reasons.

The screenshot displays the Jibunu Unified Management Platform interface. It features several data reports and a download menu. The 'Count Grid' report shows completion counts for three samples and a total. The 'Data Files' section lists various report types (CSV, SPSS, ASCII) and their corresponding download options. The 'GENDER' and 'GENDER x AGE' reports show demographic breakdowns. The 'AGE' report shows age group distributions. The 'Respondent Manager' section shows a list of respondents with their responses to a question about fruit preferences.

Count Grid	Sample 1	Sample 2	Sample 3	Total
COMPLETES				
Total	21	33	54	108
+ INCOMPLETES				
Total	45	120	60	225
+ TERMINATES				
Total	70	200	70	340

Average Duration	Median Duration	Average Duration Min
00:18:33	00:14:39	18

GENDER	Sample 1	Total
Male	333	333
Female	367	367
Total	700	700

GENDER x AGE	Sample 1	Total
18 to 24	60	123
25 to 34	58	116
35 to 44	51	111
45 to 54	62	111
55 to 64	45	111
65 to 74	57	111
Total	333	367

AGE	Sample 1	Total
18 to 24	123	123
25 to 34	125	125
35 to 44	110	110
45 to 54	118	118
55 to 64	107	107
65 to 74	117	117
Total	700	700

	Cherries (1)	Grapes (2)	Pears (3)	Watermelons (4)	Strawberries (5)	Oranges (6)						
	Count	%	Count	%	Count	%	Count	%	Count	%		
1 Strongly Prefer	126	18	137	19.57	148	21.14	135	19.29	133	19	131	18.71
2 Mildly Prefer	146	20.86	139	19.86	130	18.57	125	17.86	146	20.86	150	21.43
3 Neutral	150	21.43	137	19.57	155	22.14	137	19.57	153	21.86	149	21.29
4 Mildly Dislike	134	19.14	144	20.57	133	19	151	21.57	128	18.29	135	19.29
5 Strongly Dislike	144	20.57	143	20.43	134	19.14	152	21.71	140	20	135	19.29
Totals	700		700		700		700		700		700	

For more info about JUMP visit <https://info.jibunu.com/index.php/2020/02/21/jump-jibunu-unified-management-platform/>



About Jibunu

Jibunu is a pioneer of technology-enabled research services. Since 2003, we have been known for superior survey programming and research tool development.

If you have any questions or would like to schedule a discovery/capabilities call visit <https://www.jibunu.com/contact-us/> or email sales@jibunu.com

Survey Programming

Survey programming is not just another service we offer, it is what we specialize in.

- Complex logic and branching
- Large Scale Trackers
- Medical Studies/Patient Charts
- Concept Testing
- Discrete Choice/ Max Diff
- Complex Multi Language
- Segmentation Algorithms
- and much more!

Custom Development

Bringing your ideas to life should be a fun and collaborative experience. We help you balance the art and the technology behind making your dreams a reality.

- Virtual Shelves and Menus
- Custom Exercises
- User Experience Simulations
- Custom Dashboards and Reporting
- In House Efficiency Tools
- Automated Survey Solutions
- Anything You Can Dream Of

Market Research Tools

Don't get restricted by one size fits all technology. We offer a variety of **customizable** research tools

- Video Response Capturing
- Conversational/Chat Bot Surveys
- Online Discussion Boards and Portals
- Digital Collage Builder
- Secure Content Hosting
- Interview Scheduler

[View Capabilities Sheet](#)

