

Memorandum

To: Carrie Damschroder
From: Jane Smith
Date: 11/18/05

Subject: Progress Report for I-CAN! EIC Research Project

Our group is making progress with the I-CAN! EIC Research Project. Our surveys were completed and delivered to Ron and Tam. They are creating the charts and graphs for the report. Ron and Tam brought rough sketches of their charts and graphs to class with them last night. So far, we are on schedule.

Since I have professional experience with surveys, I wrote the surveys for this project. In hindsight, I can see that I should have spent more time explaining proper survey procedures. Although I wrote instructions for every question, one of the members of the group decided to simplify his surveys by removing all the instructions. Then instead of asking the questions and filling in the answers, he just gave a survey to each respondent and asked them to fill it out themselves. My concern with this approach is that it could eliminate branching, and questions may be answered that don't make sense. For example, question 5A asks how the respondent filed their taxes last year. Only the respondents who went to a tax preparer were to answer question 5B, which says "What are your reasons for choosing the tax preparer that you used last year?"

It would be easy enough for the individuals working with the results to just disregard unnecessary responses. However, when reviewing preliminary pie charts last night, I got the impression that Ron may not have understood how the branching was supposed to work either. I would be very concerned about our ability to come up with valid conclusions if it weren't for Julie. She has experience working with research data and making recommendations. Because she is in charge of the Discussion section of the report, and I'm sure that she will be able to work with Ron to make sure that the graphs and charts display meaningful results.

Work Completed

In the beginning, we had very little group participation. Julie came to the meeting with our client, and then she became very sick and was unable to help with the proposal. Then I wrote the surveys, and everyone participated in completing the surveys. We had two different surveys to complete, so Tam worked on the charts and graphs for one survey and Ron worked on the charts and graphs for the other. From what I learned last night, I can see that our success at this point depends on Julie's creative solutions for writing the Discussion section of this report.

Work to be Completed

I will write the rough draft of the Introduction and the Methods sections. Each of the members of this group is responsible for one or two sections of the report. We will complete our section(s) of the report by Friday, November 25th.

Our plan is to email our rough drafts to Ron. He will work with Tam to combine the sections into one document. They will email the rough draft of the report to you on Saturday, November 26th. Once we receive your input, we can create the final version of the report, to be delivered on December 1st.

Conclusion

I believe that our report will be useful to the Legal Aid Society of Orange County, and completed on time.