

Intake GANTT Template

**A Document to
Assist with the
Planning of
Activities and
Timelines for
a Quantitative
24-Hour Recall
Dietary Survey**

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About *Intake*

Intake is a Center for Dietary Assessment at FHI 360. We aim to contribute to improving nutrition for vulnerable populations in low- and middle-income countries (LMICs), through increasing the availability, quality, comparability, and use of dietary data and metrics. We hope that the availability of valid, concise, and effective diet-related metrics, along with *Intake* technical assistance for collecting, analyzing, and using dietary intake data, can play an important role in helping actors in LMICs to develop evidence-based nutrition and agriculture policies and programs to ensure high-quality diets for all.

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Intake GANTT Template: **A Document to Assist with the Planning of Activities and Timelines for a Quantitative 24-Hour Recall Dietary Survey**

Objective: The objective of this document is to outline the main activities involved in undertaking a quantitative 24-hour recall dietary survey. This is done using a GANTT template that can be used by survey organizers to plan the timeline for carrying out survey activities. The template has been designed to be especially relevant for large-scale (e.g. national) quantitative 24-hour recall dietary surveys but can be adapted for smaller-scale surveys. The template is not meant to be prescriptive. It is meant to provide a starting point for survey organizers to plan the timeline for the set of activities to be carried out during all phases of survey work (i.e. before, during, and after data collection).

Guidance for How to Use this Document: The scale and design for every quantitative 24-hour recall dietary survey is different, as are the necessary pre-survey activities. Details related to how pre-survey, data collection, and post-data collection activities are organized will differ by survey, and by country. Because each survey is unique, this GANTT template has been designed to allow the user to adapt the template according to survey needs.

For example, the current GANTT template does not include a validation study of the overall quantitative 24-hour recall methodology in the list of activities. Similarly, the template does not include the development and testing of a food frequency questionnaire. If any of these activities will be undertaken, the GANTT template would need to be adapted accordingly, through the addition of the necessary rows to address the tasks associated with these activities.

The time required for each activity will vary according to the size/scale of the survey being planned, how the work will be organized in-country, and the existing secondary data sources available (e.g. the extent to which a comprehensive food, recipe and ingredient listing and a food composition database for the survey are available). For this reason, this GANTT template does not provide guidance for the time required to carry out each activity listed.

To use the GANTT template, survey organizers should first add/delete rows to the GANTT template, as necessary, to reflect the specific activities that will be undertaken for the planned survey. The activities listed in the GANTT template have been ordered to correspond broadly to the order in which the activities are likely to occur, but variations in activity order are possible, depending on survey context. Survey organizers can re-order rows in the GANTT template as appropriate, to best accommodate the order in which survey activities are planned.

Some activities, such as developing the survey protocol, preparing the budget for the survey, and securing funding for the survey, are likely to be iterative, that is, a process whereby each activity informs the other over time.

And while some activities in the GANTT template (such as those listed above) can occur concurrently, there are other activities included in the template that must be preceded by the completion of an earlier activity. For example, the survey questionnaire, all data collection forms, the Food, Recipe and Ingredient Listing, the Probe List, the Food Measurement List, and all other survey tools should be developed and translated, and available in a penultimate, final form before survey field staff are trained.

Once the GANTT template has been adapted to reflect the specific survey at hand, survey organizers should use the columns in the GANTT template to indicate the week(s)/month(s) when each activity will be carried out. The GANTT template includes three spreadsheets (or tabs). Each tab corresponds to a calendar year, to allow survey organizers to plan the timeline for survey activities across multiple calendar years. If the planned timeline for completing survey activities does not extend over three calendar years, fewer than three tabs will be needed to complete the GANTT template. If survey activities are planned across more than three calendar years, survey organizers can add more tabs to the template, as needed.

Using the GANTT template in this way will allow survey organizers to have a locally adapted tool to guide the activities and the timeline for the planned survey. The template can be updated, as needed, by survey organizers, if/when the timing for survey activities change.

User Feedback: At *Intake*, we aim to make our technical assistance tools, templates, and guidance materials as useful as possible. We therefore welcome input and feedback from users of our technical assistance documents, so that we can continue to improve the materials and the technical assistance we provide. If you have suggestions or feedback related to this GANTT template that you would like to share, with *Intake*, please contact us at feedback@intake.org