

Examples of Time Commitment Involved in Preparing Special Reports

Failures to Appear Prepared for Community Corrections Committee

Researcher Tasks	Hours
Evaluation Design/Methodology	6.0
Literature Search	4.0
Data Collection	5.0
Data Entry	36.0
Data Cleaning/Organizing	11.0
Data Analysis	18.0
Report Writing and Editing	8.0
Presentation	1.0
Follow-up (questions, data requests/analysis)	12.0
TOTAL HOURS	101.0 HOURS

Time Allocation for One IGA Report Prepared for Policy Committee

Project Coordinator Tasks	Hours
National Literature Review	8
Interviews with Law Enforcement Agencies	8
Final Literature Research Report	12
Project Planning Meetings	6.5
Workplan Development	1.5
Preparation for IGA – Read Background Materials	6.0
Arrange Team Meetings	1.0
Team Meeting Preparation	2.5
Interview Team Members	12.5
Prepare, Edit Report Drafts	10.0
Team Meeting Coordination/Facilitation	11.5
Prepare Issue Briefs, Summaries	5.0
TOTAL HOURS	84.5 HOURS

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