

WORKBOOK

Designing Surveys and Forms with AI

Thirteen worksheets that take your own monitoring form or evaluation survey through the SURVEY method, from the decisions it serves to a tested form, with worked examples and an AI prompt on every sheet. Use it alone or with your team, alongside the playbook.

S1

Which decision does this serve?

Which children need follow-up, every Monday.

U1

Write the questions

V1

Order and logic

13 worksheets

Two tracks: monitoring and evaluation

6 worked examples

A survey brief at the end

Design your form or survey, one sheet at a time.

This workbook goes with the Designing Surveys and Forms with AI Playbook. Each worksheet is one step of the SURVEY method, applied to a form or survey you are actually writing. Start by deciding which kind it is: a monitoring form or an evaluation survey. The playbook explains the why; the workbook is where you do it.

On your own

1. Pick one real form or survey, new or one whose data keeps coming back messy, and tick on the Start sheet whether it is a monitoring form or an evaluation survey.
2. Work through the sheets in order, two or three at a sitting. About four hours of desk work, plus interviews and a pilot.
3. Stuck? The green example pages show how two teams filled in the same sheets: the home-visit form (monitoring) and the household survey (evaluation).
4. Use the AI prompt on each sheet, then write down what you kept and what you checked.
5. Finish with the survey brief, and agree it before fieldwork.

With a team: a half-day

0:00	Welcome and the flaw test	Run the eight-question test from the playbook together, then agree: monitoring form or evaluation survey?
0:20	Start here, S1 and S2	Agree the decisions first; cut every question that feeds none.
1:05	U1 and R1	Pairs rewrite questions and options, then swap and attack each other's.
1:55	Break	
2:10	V1	Write the logic, then walk the form as three respondents.
2:40	E1, E2 and E3	Translation, consent, and who could be missed.
3:15	Y1 to Y3 plan	Assign tests, the pilot and the fieldwork plan, with names and dates.
3:40	Close	Read the brief aloud and export the XLSForm draft.

Translation review, cognitive interviews and the pilot come later, once there is a working draft.

The sheets

Start Start here	S1 Decisions and indicators	S2 Keep or cut	U1 Write the questions	R1 Answer options
V1 Order and logic	E1 Translation	E2 Consent and privacy	E3 Reaching everyone	Y1 Test with real people
Y2 Pilot	Y3 Fieldwork and data plan	Y4 Ready to launch?		

There is also an interactive version that saves your answers as you type, builds the brief and drafts the XLSForm for you.

Words you will meet

You do not need any survey experience. These are the terms the sheets use, in plain words. Come back here whenever one is unfamiliar.

Adjudicator

The person who makes the final decision when translators disagree, and notes why.

BRUSO

A five-point check for a question: brief, relevant, unambiguous, specific and objective.

Codebook

A list of every variable with its label, codes, missing codes and who was asked.

Constraint

A rule that stops impossible answers at entry, such as a weight between 1 and 30 kg.

Empty (dummy) table

The table you will fill with results, drawn before collecting data, with its rows and columns but no numbers.

Exhaustive and non-overlapping

Every respondent finds an option that fits (no gaps), and only one (no overlaps).

Labelled scale

A rating where every point has words, such as very easy, easy, neither, difficult, very difficult.

Mode

How the questions reach people: face to face, phone, online, SMS, voice or paper. Each changes the answers a little.

Personal details

Anything that could identify a person, such as name, phone number, address or a rare combination of answers.

Proxy

Someone answering on behalf of another person. Record it when it happens.

Skip logic

A rule that shows a question only when it applies, such as asking a child's weight only if the child is present.

Time period

The window a question asks about, such as "in the last 7 days". Without it, people answer about different times.

XLSForm

A spreadsheet format that describes a whole form, read by KoboToolbox, ODK, SurveyCTO and Survey123.

Back-check

Re-contacting a share of respondents to confirm a few key answers, to catch errors or invented interviews.

Closing the loop

Telling people what you found and what will change, after they gave their time and data.

Cognitive interview

A one-to-one session where a person thinks aloud while answering, so you hear how they understand each question.

Decision

Something a person will do differently because of the data, such as visiting a household again or expanding a programme.

Evaluation survey

A survey of a sample, often at baseline and endline and with a comparison group, to judge whether a programme worked.

Indicator

The number that informs a decision, always calculated the same way, such as "share of children with minimum dietary diversity".

Missing codes

Separate codes for "don't know", "refused" and "not asked", so none is mistaken for a real answer or a zero.

Monitoring form

A short form filled again and again, usually by staff as they work, to steer a programme.

Pilot

A small run in real conditions, to check time, logic and odd patterns before full collection.

Short name

A one-word label for each question, such as "weight", used in skip rules and in the XLSForm. Use letters and underscores only.

Tested questions

Questions already used and checked in large surveys, so you can reuse them and compare results.

TRAPD

A team approach to translation: translate twice, review together, decide, pretest and document.

No survey yet? Practise with one of these.

Pick a scenario and work through the sheets as if you were on that team. Each comes with the request as it arrived, how the data will be collected and the background details you would have. In a team session, give each table a different scenario and compare briefs at the end.

EDUCATION

School feedback survey

Who: A district education team

What they asked: "We want to hear from parents about our schools."

How: Face to face, on tablets, with a sample of parents in 40 schools

school block child_class parent_sex

A good first question to ask them: when you see the results, what will you do differently?

HEALTH

Clinic visit register

Who: A network of twelve community clinics

What they asked: "We need to know every week who came, for what, and who did not come back."

How: Filled by clinic staff on phones, for every visit

clinic visit_date patient_id service follow_up

A good first question to ask them: when you see the results, what will you do differently?

AGRICULTURE

Farmer survey

Who: A seed and extension programme

What they asked: "Find out if the new seeds are working."

How: Face to face in villages, offline, in two languages, at baseline and after harvest

village plot_id crop season area_acres

A good first question to ask them: when you see the results, what will you do differently?

The worked examples follow one fictional nutrition programme with two instruments. The home-visit form is filled by forty health workers on every visit, to steer the work. The household survey asks 600 programme and 600 comparison households, at baseline and endline, whether children's diets improved. Their answers show what good looks like; they are not a template.

Start

Solo about 10 min

Team about 10 min

Start here

Say which kind of instrument this is, and name the request behind it in the words people actually used.

What are you building?

A monitoring form is filled again and again by staff as they work. An evaluation survey asks a sample, at fixed points, to show change. The choice changes the examples and the checks in this workbook.

☐

A monitoring form

☐

An evaluation survey

Working name

Field or sector

Who owns it (a named person or role)

What was asked for, word for word

Who fills it in or answers it

Who they are, and anything that affects how they answer: schooling, language, age, where they are.

How it will be collected

☐

Face to face, on a phone or tablet

☐

By phone call

☐

Self-completed online

☐

SMS or voice (IVR)

☐

On paper

☐

A mix of these

NOTES

Running this with a team: Read the original request out loud. Ask everyone to write, alone, what decision they think the data is for. Compare before you discuss.

S1

S · Scope

Solo about 20 min

Team about 25 min

Decisions and indicators

List the decisions this data will change, one indicator for each, and the table it will fill.

Decisions

DECISION	WHO MAKES IT, AND WHEN	INDICATOR	TABLE IT FILLS (ROWS BY COLUMNS)

Tested questions we can reuse

For example from DHS, MICS, LSMS, the Washington Group, the WHO and UNICEF feeding module, or your own past surveys.

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Here are the decisions our data must inform: [decisions]. Propose one indicator for each, and sketch the empty table it would fill, with rows, columns and breakdowns.

Then push back: "Which of these tables would no decision-maker look at?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Ask each decision-maker to finish the sentence "When I see this number, I will...". No sentence, no indicator.

S1

S · Scope

Solo about 20 min

Team about 25 min

Example: the home-visit form

Decisions and indicators

List the decisions this data will change, one indicator for each, and the table it will fill.

This is how the team behind the home-visit form, a monitoring form, filled in the sheet. Green text is their answer. Use it to see what good looks like, then do your own on the previous page.

Decisions

DECISION	WHO MAKES IT, AND WHEN	INDICATOR	TABLE IT FILLS (ROWS BY COLUMNS)
<i>Which households to visit again this week</i>	<i>Supervisors, every Monday</i>	<i>Planned visits completed</i>	<i>Worker by visits planned and done</i>
<i>Which children need follow-up</i>	<i>Supervisors, every Monday</i>	<i>Children whose weight fell below the expected line</i>	<i>Village by children below the line</i>
<i>Whether referrals are reaching clinics</i>	<i>Programme manager, monthly</i>	<i>Referrals made and completed</i>	<i>Block by referrals made and completed</i>

Tested questions we can reuse

For example from DHS, MICS, LSMS, the Washington Group, the WHO and UNICEF feeding module, or your own past surveys.

The state's growth monitoring register defines weight and the expected line; we use its definitions.

S2

S · Scope

Solo about 15 min

Team about 20 min

Keep or cut

Check every draft question against an indicator. Anything that feeds no table is cut.

Draft questions

DRAFT QUESTION	INDICATOR IT SERVES	KEEP OR CUT

Longest it can take (minutes)

A monitoring form: a few minutes per use. A survey: about 45 face to face, under 20 by phone, 10 to 12 online.

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Here are our indicators: [indicators]. For each question in this draft, name the indicator it serves and mark the ones that serve none: [paste your draft].

Then push back: "Which three questions would you cut first, and what would we lose?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Read each question aloud and ask "Which table does this fill?" If nobody can answer in ten seconds, it goes.

S2

S · Scope

Solo about 15 min

Team about 20 min

Example: the household survey

Keep or cut

Check every draft question against an indicator. Anything that feeds no table is cut.

This is how the team behind the household survey, a evaluation survey, filled in the sheet. Green text is their answer. Use it to see what good looks like, then do your own on the previous page.

Draft questions

DRAFT QUESTION	INDICATOR IT SERVES	KEEP OR CUT
<i>Food groups eaten yesterday</i>	<i>Minimum dietary diversity</i>	<i>Keep</i>
<i>Child's date of birth</i>	<i>Minimum dietary diversity (age 6 to 23 months)</i>	<i>Keep</i>
<i>Programme knowledge quiz</i>	<i>none</i>	<i>Cut</i>
<i>Favourite recipes</i>	<i>none</i>	<i>Cut</i>
<i>Do you give your child a balanced diet?</i>	<i>Minimum dietary diversity</i>	<i>Rewrite</i>

Longest it can take (minutes)

A monitoring form: a few minutes per use. A survey: about 45 face to face, under 20 by phone, 10 to 12 online.

25 minutes

U1

U · Unpack into questions

Solo about 30 min

Team about 35 min

Write the questions

Write each question as one idea, in the words of whoever answers, with a time period where it needs one.

Final questions, in order

SHORT NAME	QUESTION, EXACTLY AS ASKED	TYPE	TIME PERIOD, IF ANY

Every question passes

___ / 6

☐ One idea per question

☐ Words the person answering uses

☐ A time period for every behaviour

☐ Neutral, not leading

☐ No double negatives

☐ Under 20 words

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Review each question against BRUSO (brief, relevant, unambiguous, specific, objective). The people answering are [respondents]. Flag double questions, leading words, vague terms and jargon, and give two rewrites: [questions].

Then push back: "Which rewrite would a person with primary schooling still misunderstand?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Pairs rewrite each question, then read it to someone outside the team. If they ask "what do you mean?", it is not finished.

U1

U · Unpack into questions

Solo about 30 min

Team about 35 min

Example: the household survey

Write the questions

Write each question as one idea, in the words of whoever answers, with a time period where it needs one.

This is how the team behind the household survey, a evaluation survey, filled in the sheet. Green text is their answer. Use it to see what good looks like, then do your own on the previous page.

Final questions, in order

SHORT NAME	QUESTION, EXACTLY AS ASKED	TYPE	TIME PERIOD, IF ANY
<i>consent</i>	<i>Does the respondent agree to take part?</i>	<i>Choose one</i>	
<i>hh_size</i>	<i>How many people usually live and eat in this household?</i>	<i>Whole number</i>	<i>usually</i>
<i>has_child</i>	<i>Is there a child aged 6 to 23 months in this household?</i>	<i>Choose one</i>	
<i>child_dob</i>	<i>Child's date of birth</i>	<i>Date</i>	
<i>foods</i>	<i>Yesterday, during the day or night, did the child eat any of these?</i>	<i>Choose any</i>	<i>yesterday</i>
<i>fruit_days</i>	<i>In the last 7 days, on how many days did you buy fruit?</i>	<i>Choose one</i>	<i>last 7 days</i>

Every question passes

6 / 6

☒ One idea per question

☒ Words the person answering uses

☒ A time period for every behaviour

☒ Neutral, not leading

☒ No double negatives

☒ Under 20 words

- R1
- R · Responses
- Solo about 25 min
- Team about 25 min

Answer options

Give everyone exactly one answer that fits: exhaustive, non-overlapping, with honest exits.

Options for each choice question

SHORT NAME (FROM U1)	OPTIONS, SEPARATED BY /	NUMBER RANGE (FOR NUMBERS)

Every option list passes

___ / 6

- ☐ No gaps: everyone fits somewhere
- ☐ Counts instead of vague words
- ☐ "Don't know" or "prefer not to say" where honest
- ☐ No overlaps at the boundaries
- ☐ Every scale point labelled
- ☐ Short enough to read aloud

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Make these answer options exhaustive and non-overlapping, turn vague frequency words into counts, and add "don't know" or "prefer not to say" where honest: [questions].

Then push back: "Show me every boundary value and which option it falls into."

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Swap option lists between pairs. Each pair tries to find a respondent who fits no option, or two.

- R1
- R · Responses
- Solo about 25 min
- Team about 25 min
- Example: the home-visit form

Answer options

Give everyone exactly one answer that fits: exhaustive, non-overlapping, with honest exits.

This is how the team behind the home-visit form, a monitoring form, filled in the sheet. Green text is their answer. Use it to see what good looks like, then do your own on the previous page.

Options for each choice question

SHORT NAME (FROM U1)	OPTIONS, SEPARATED BY /	NUMBER RANGE (FOR NUMBERS)
hh_id	HH-0412 / HH-0413 / HH-0418	
met	Yes / No, nobody home / No, moved away	
child_u2	Yes / No	
present	Yes / No	
weight		1 to 30
refer	Yes / No, family refused / No, other reason	
feeding	Yes / No	

Every option list passes

5 / 6

- ☒ No gaps: everyone fits somewhere
- ☒ No overlaps at the boundaries
- ☒ Counts instead of vague words
- ☐ Every scale point labelled
- ☒ "Don't know" or "prefer not to say" where honest
- ☒ Short enough to read aloud

V1

V · Validate the flow

Solo about 20 min

Team about 25 min

Order and logic

Decide who sees each question, and stop impossible answers at entry.

Logic

SHORT NAME	SHOW ONLY IF (SHORT NAME)	EQUALS (OPTION)	REQUIRED?

Three test respondents, and what each saw

1

2

3

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI
Write skip logic and constraints for this questionnaire as a table: question, show only if, allowed answers: [questions].

Then push back: "Which respondent would reach a dead end or an irrelevant question?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: One person reads the form; three others play different respondents and say "skip" whenever a question should not appear for them.

Order and logic

Decide who sees each question, and stop impossible answers at entry.

This is how the team behind the home-visit form, a monitoring form, filled in the sheet. Green text is their answer. Use it to see what good looks like, then do your own on the previous page.

Logic

SHORT NAME	SHOW ONLY IF (SHORT NAME)	EQUALS (OPTION)	REQUIRED?
child_u2	met	Yes	Yes
present	child_u2	Yes	Yes
weight	present	Yes	Yes
refer	present	Yes	Yes
feeding	met	Yes	Yes

Three test respondents, and what each saw

- 1Family met, child present: 7 fields, about 4 minutes
- 2Nobody home: 2 fields, visit still counted
- 3Child under two away: weight skipped, no zero recorded

E1

E · Ethics and every language

Solo about 25 min

Team about 30 min

Translation

Make sure each question means the same in every language, using two translators and a review.

Languages

Translators, reviewer and adjudicator

Hard words and the decision

WORD OR PHRASE	OPTION A	OPTION B	CHOSEN, AND WHY

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI
Translate this questionnaire into [language] for [respondents]. For each question, list words with no direct equivalent and give two options: [questions].

Then push back: "Which choices change the meaning, not just the wording?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Put the two translations side by side. Discuss meaning, not style. The adjudicator decides and notes why.

E2

E · Ethics and every language

Solo about 20 min

Team about 20 min

Consent and privacy

Tell people what is collected and why, and collect only the personal data a decision needs.

What people are told, as it will be said

Personal details

PERSONAL DETAIL	WHICH DECISION NEEDS IT	WHERE IT IS KEPT, AND WHO SEES IT

Safeguards

___ / 6

- ☐ People are told before any question
- ☐ Names kept apart from answers
- ☐ Referral details ready for sensitive topics
- ☐ They can skip or stop
- ☐ Small groups will not be reported
- ☐ Data protection rules checked

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI
Draft a short, plain consent script for a [mode] survey covering who we are, purpose, time, voluntary participation, privacy and contacts.

Then push back: "What would a nervous respondent still be unsure about?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Read the script to a colleague who has never seen the form. Ask them to tell you back what they agreed to.

E2

E · Ethics and every language

Solo about 20 min

Team about 20 min

Example: the household survey

Consent and privacy

Tell people what is collected and why, and collect only the personal data a decision needs.

This is how the team behind the household survey, a evaluation survey, filled in the sheet. Green text is their answer. Use it to see what good looks like, then do your own on the previous page.

What people are told, as it will be said

"Hello, I work for an independent team studying how families feed young children. It takes about 25 minutes. Your name will not be written with your answers. You can skip any question or stop at any time, and saying no will not affect any services. May I begin?"

Personal details

PERSONAL DETAIL	WHICH DECISION NEEDS IT	WHERE IT IS KEPT, AND WHO SEES IT
First names in the roster	None in analysis; used to move through the roster	On the device only, removed before analysis
Village	Programme vs comparison	With answers; small villages grouped in reports
GPS point	Back-checks only	Separate file, deleted after back-checks

Safeguards

6 / 6

☒ People are told before any question

☒ They can skip or stop

☒ Names kept apart from answers

☒ Small groups will not be reported

☒ Referral details ready for sensitive topics

☒ Data protection rules checked

Y1

Y · Yield-test

Solo about 30 min

Team about 30 min

Test with real people

Watch five to ten real people use it, and change what confuses them.

How many people, and who

Monitoring: a few workers on real visits. Evaluation: cognitive interviews with people like your respondents.

What we learned

QUESTION (SHORT NAME)	WHAT PEOPLE UNDERSTOOD OR DID	WHAT WE CHANGED

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Write a test guide for these questions: a think-aloud prompt and two probes each: [questions].

Then push back: "Which probe might lead the respondent?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: One person observes or interviews, one takes notes. Never explain a question during the test; the confusion is the finding.

Team about 20 min

Run a small pilot in real conditions, and fix what it shows.

Median time per use or interview

Fixes after the pilot

2

3

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

In this pilot data, with no names or numbers, flag high "don't know" rates, identical answers across a grid, and very short interviews: [summary].

Then push back: "Which flags are real problems and which are expected?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: *Agree before the pilot what would make you change a question: a time limit, a "don't know" rate, a skip error.*

Y3

Y · Yield-test

Solo about 20 min

Team about 25 min

Fieldwork and data plan

Plan the training, the daily checks, the codebook and how results go back to people.

Training: how long, and who runs it

Checks during collection

___ / 6

☐ Daily or weekly checks by worker or interviewer

☐ Back-checks on about one in ten

☐ Supervisors sit in or accompany

☐ Timing data turned on

☐ Version number on every record

☐ Missing codes agreed: don't know, refused, not asked

Who writes the codebook, and by when

How results go back to the people who gave them

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Draft a one-page fieldwork plan for [form or survey]: training days, daily checks by interviewer, back-checks, missing codes, a codebook and how we will share results with [respondents].

Then push back: "What would a supervisor need on day one that is missing here?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Name one person for each line. A plan with no name is a plan nobody follows.

Y4

Y · Yield-test

Solo about 10 min

Team about 15 min

Ready to launch?

Ten checks for your kind of instrument before it goes to the field.

Ready to launch: tick the column for your kind of instrument

Monitoring form, before rollout

- ☐ Every field feeds a decision someone makes
- ☐ Definitions match the programme's indicator guide
- ☐ Takes minutes, not a quarter of the visit
- ☐ IDs pre-filled; no names in reports
- ☐ Constraints on every number and date
- ☐ Skip logic tested on workers' own phones, offline
- ☐ Tested on real visits by a few workers
- ☐ Version number and change log in place
- ☐ Weekly completeness and quality check set up
- ☐ Supervisors know what they will see, and when

___ / 10

Evaluation survey, before fieldwork

- ☐ Every question maps to an evaluation question
- ☐ Standard modules used, copied from the source
- ☐ Sample size and comparison group agreed
- ☐ Core questions locked for baseline and endline
- ☐ Options exhaustive, with honest exits
- ☐ Translations reviewed by fluent people
- ☐ Consent script approved, and ethics review where needed
- ☐ Cognitive interviews and a pilot done
- ☐ Enumerators trained on every question
- ☐ Daily checks and back-checks planned

___ / 10

Start date, and who checks the data first

ASK YOUR AI · replace the words in [brackets] with your own answers

YOU, TO ANY AI

Here is our final questionnaire: [questions]. Check it against these items and list anything that fails, with the fix.

Then push back: "Which single fix would most improve the quality of the data?"

What I kept from the answer, and what I checked myself

NOTES

Running this with a team: Score alone first, then compare. Discuss only the items where scores differ.

Test notes

One block per person. Write what they said in their own words, not what you think they meant.

Person 1 · who: _____

Person 2 · who: _____

Person 3 · who: _____

Person 4 · who: _____

Person 5 · who: _____

Conversation log

For longer exchanges with your AI. Note the prompt, what came back, what you pushed back on, and what you kept.

Brief

Your survey brief

Copy your answers here. One page your team agrees before fieldwork, and a starting brief to hand to your AI to draft the XLSForm.

Name 	Owner 	Kind ☐ Monitoring form ☐ Evaluation survey
Respondents 	Mode 	Target length

Decisions and indicators

DECISION	WHO AND WHEN	INDICATOR

Questions, in order (attach U1 if longer)

Languages and translators 	Pilot: size, median time 	Personal details collected
--	---	---

What people are told (consent)

Who could be missed, and what we will do 	Training, codebook, results back to people
---	---

Scores: ready to launch __/10 · field checks __/6

Keep going

The workbook is the practice. The playbook has the ideas behind every sheet: the SURVEY method, the field guide, the workshop tools, choosing a form tool, the AI pact and a library of thirty-one concepts with their sources.

Use it again

Every survey deserves its own copy. Print the blank sheets as many times as you need, or use the interactive version, which keeps one set of answers per browser and drafts the XLSForm.

Share it

Share the workbook freely with credit to HubForge Global Impact Network Foundation. Running it as a team session? Tell us how it went; we improve the sheets from what people send.



Designing Surveys and Forms with AI Workbook

Made by HubForge Global Impact Network Foundation, which builds evidence systems and ecosystems for the MERL sector. Companion to the Designing Surveys and Forms with AI Playbook.

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