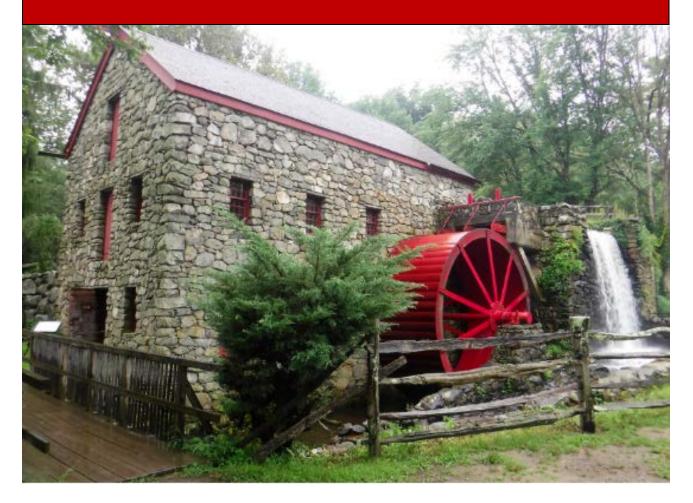# Sudbury Lived Experiences Analysis Project Plan

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Photo credit: handydannydan

In an effort to gather information about what it means to be a part of the Sudbury community, the people of Sudbury MA were given an opportunity to complete a survey and tell their stories.

Project Phases
- ✓ Phase 1 Survey Creation, Distribution, and Administration
- ✓ Phase 2 Data Analysis and Interpretation
- ✓ Phase 3 Report and Presentation of findings
- ✓ Phase 4 After Action Plan

Phase 1 – Survey Creation, Distribution, and Administration

Second Administration?

How to market?

> Did we contact SBB on FB?

Phase 2 – Data Analysis and Interpretation

1. A Qualtrics download will be completed by _____ via excel.
   a. Who has access to download?
   b. Who should have access to view responses?
2. Each entry should be evaluated to determine if there are any identifiable markers. A column should be created on the spreadsheet that codifies responses into anonymous vs. non anonymous.
   a. A decision will need to be made regarding which items that contain personal identifiable information.
      i. Will the be removed from analysis?
      ii. Will identifiable information be masked so that the story can still be included in analysis?
3. Quantitative responses can be analyzed via SPSS or excel statistical packages.
   a. Descriptive statistics will be completed such as mean, median, mode, percentages, frequency counts, percentile ranks, and ranges.
   b. For examples of this please see Survey Item Analysis Section of Phase 2 below.
4. Qualitative responses, the stories themselves, will be content coded by a minimum of three DEI members. This will allow for fairness in evaluation if two people do not agree, the third person is a tie breaker.
   a. Categories need to be created. Suggestions: not directly related to DEI, related to DEI, time frame, setting (school, retail, outdoors, etc.), severity, outcome positive vs. negative, obstacles vs. successes

Survey Item Analysis

- Pre- Story

1. Who are you telling the story on behalf?
    i. Count by person type
    ii. Bar graph or %
2. How would you like us to use your story?
    i. % Who said shared public vs. confidential
    ii. Break down by person type from item 1
3. Story Characterization - Identity Mistreatment or Positive actions
    i. % of each type
    ii. % based on person type
    iii. % based on public vs. confidential
    iv. Bar graph
- Positive Stories
    1. Free type section - will depend on categories from content coding.
        i. Frequency and % rates could be done for each category
            1. Ex: 50% of positive incidents took place in the school system
            2. Ex: 30% of the positive experiences happened over 1 year ago
    2. Did anyone see what happened?
        i. % of each type
    3. Who were the bystanders? Reaction?
        i. Categories need to be created (ex: students, other shoppers, other)
        ii. The reaction should be split from type of bystander and categorized (involved, just watched, etc)
    4. How did this experience make you feel?
        i. Categories need to be created (ex: positive, negative, helpless, happy, etc.)
    5. How do you wish this experience would have unfolded or played out?
        i. Categories need to be created (authorities involved, compassion, etc.)
    6. How has this experience changed you or the subject?
        i. Categories need to be created – is it the answer in relation to the storyteller or on behalf of someone else?
    7. Who created the positive experience?
        i. Frequency and % rates could be done for each category
        ii. Bar graph
- Stories of Identity-based Mistreatment
    1. Free type section - will depend on categories from content coding.
        i. Frequency and % rates could be done for each category
            1. Ex: 50% of positive incidents took place in the school system
            2. Ex: 30% of the positive experiences happened over 1 year ago
    2. Did anyone see what happened?
        i. % of each type
    3. Who were the bystanders? Reaction?
        i. Categories need to be created (ex: students, other shoppers, other)
        ii. The reaction should be split from type of bystander and categorized (involved, just watched, etc.)
    4. How did this experience make you feel?
        i. Categories need to be created (ex: positive, negative, helpless, happy, etc.)
    5. How do you wish this experience would have unfolded or played out?

i. Categories need to be created (authorities involved, compassion, etc.)
6. How has this experience changed you or the subject?
   i. Categories need to be created – is it the answer in relation to the storyteller or on behalf of someone else?
7. Who mistreated you or the subject of your story?
   i. Frequency and % rates could be done for each category
   ii. Bar graph
8. Type of Mistreatment
   i. % for each type
   ii. Frequency count
9. Please check all that apply
   i. % for each type
   ii. Frequency count
- Demographics
   1. Relationship to Sudbury
      i. Frequency
      ii. % of relationship
   2. Tenure
      i. Frequency
      ii. % of time
   3. How long have you worked in Sudbury
      i. If there is no answer can we assume they don't work here? That should have been an option
      ii. Frequency
      iii. % of time
   4. How long have you attended Sudbury Schools
      i. If there is no answer can we assume they don't work here? That should have been an option
      ii. Frequency
      iii. % of time
   5. What needs to happen to make Sudbury more welcoming (Not really a demographic)
      i. Categories need to be created based on frequency though there will also be unique ones
      ii. Can categorize these into quick wins or more long-term projects
   6. Age
      i. Frequency
      ii. % of group
   7. Gender
      i. Frequency
      ii. % of group
   8. Sexual orientation
      i. Frequency
      ii. % of group
   9. Race/Ethnicity
      i. Frequency

     ii. % of group
  10. Education
     i. Frequency
     ii. % of group
  11. Median Income
     i. Frequency
     ii. % of group
  12. Disability
     i. Frequency
     ii. % of group

- Feedback
    1. Contact you?
        i. Frequency
        ii. % of group
        iii. Categorize those that need and want a follow-up
    2. Ideas
        i. Categories need to be created based on frequency though there will also be unique ones
        ii. Can categorize these into quick wins or more long-term projects
    3. Get involved?
        i. Categorize those that need and want a follow-up
- Optional Analyses:

    There are many ways to evaluate the data, some more meaningful than others. The list below is not exhaustive and is only a beginning place.

    1. Positive experiences by race
    2. Positive experiences by gender
    3. Positive experiences by education
    4. Positive experiences by sexual orientation
    5. Positive experiences by age
    6. Negative experiences by race
    7. Negative experiences by gender
    8. Negative experiences by education
    9. Negative experiences by sexual orientation
    10. Negative experiences by age
    11. Time in Sudbury in comparison to positive or negative experiences
    12. Categorical analysis is TBD.

Phase 3 Report and Presentation of findings

Identify themes based on qualitative responses and data analyses. Provide most poignant examples. Quantify obstacles and wins. How to scale up wins, how to overcome obstacles on a micro and macro level.

Phase 4 After Action Plan

Appendices

Sudbury Lived Experiences Survey

Sudbury Lived
Experiences Survey.p