

Sampling Plan Overview

Date: _____

Project/Study Name: _____

Project Owner: _____

Document Version: _____

1. Purpose

Briefly describe the intent of the sampling plan and its relevance to the project.

2. Scope

Define the boundaries and limitations for the sampling plan (e.g., departments, processes, locations, time period).

3. Sampling Objectives

- Objective 1: _____
- Objective 2: _____
- Objective 3: _____

4. Sampling Methodology

4.1 Sampling Approach

Describe the type of sampling (e.g., random, stratified, systematic), the process for selecting samples, and rationale.

4.2 Sampling Frame

Define the population from which samples will be drawn.

5. Sample Size Determination

Explain how the sample size was calculated, including formulas, confidence levels, and assumptions.

6. Sampling Schedule

Task	Responsible	Start Date	End Date
Sample Selection	_____	_____	_____
Data Collection	_____	_____	_____
Analysis	_____	_____	_____

7. Data Collection Procedures

Outline how data will be obtained, recorded, and managed, including any relevant tools or technologies.

8. Quality Assurance & Control

Describe measures to ensure data quality and integrity throughout the sampling process.

9. Reporting and Documentation

Summarize how sampling results will be documented, reviewed, and reported, including timelines and responsibilities.

10. References

List any relevant standards, guidelines, or previous documents referenced in developing this sampling plan.

Important Notes

- This document should be reviewed and approved by all key stakeholders prior to implementation.
- Sampling plans should be updated as project objectives or conditions change.
- Accurate sampling is critical to validity and reliability of study results.
- Maintain proper documentation for traceability and audit purposes.