

Report Title

Organization

Date

BACKGROUND: Write about what your organization is and does. Write about why you are doing this focus group.

GOALS: List and explain your goals.

QUESTIONS: After you prepare your goals, create questions to ask your participants. List your questions here.

KEY STAKEHOLDERS: Identify the key stakeholders or participants you had participate in your focus group and why they were important voices in your data collection.

WORK PERFORMED: State whether you did interviews or focus groups. Explain your process. List your protocol.

THEMES & RECOMMENDATIONS

THEME	
Positive Themes (good findings)	Delta Themes (change-worthy or challenging findings)
•	•
Quotations	
<i>“This is the space you take direct quotations that capture a message in your theme.”</i>	
Recommendations	
• List your recommendations here.	

Each theme can have one of these boxes associated with it

NEXT STEPS: Where will you go from here with your data and findings. What steps will you take to implement changes?

CONCLUSION: Any concluding thoughts.