Draft Structure for Reporting Non-Survey Data Collection

1. Process Used (*Briefly describe what you did and when.)*
2. Who participated? *(Summarize the number and types of people, then if you like, you can append a list of the actual participants at the end.)*
3. List of questions you asked
4. What you learned/heard categorized by interest. *Capture major themes that emerged and use one or two examples/quotes to illustrate those themes.*
   a. Letting people know what power they DO have
   b. More representative and fair "pulse"
   c. Rich, 2-way communication
   d. Time-realistic tools
   e. Cultural relevance
   f. Impact, accountability
   g. Adequate resources
   h. Clear, accessible information
   i. Other (this is for themes that don't fit any of the above categories)
5. *What our Subgroup thought were the most important "take-aways" from these data. (A few key bullet points.)*

In an Appendix, you can put the list of participants if you have it, and if you want you can include more detail on the responses to the questions.