

## 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 (virtual / online engagement)
  - 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.