Focus Group Report Template

Focus Group Report

Focus Group Report Format:

I. Summary of Project
II. Introduction with list of outcomes
III. Participant demographics
IV. Summary of findings with each outcome, including representative quotes, results of yes or no questions, and quantitative data
V. Recommendations

I. Summary of Project:

[Department/Unit] held a series of focus groups in [month and year] involving various student populations represented at the college, including:___________, _____________, ______________, and _____________. (i.e. housing students, commuter, new, etc.). Through the focus groups, the college gathered information to help administrations, faculty, and staff. [List outcomes from the discussion group.]

II. Introduction

[Department/Unit] held a focus group discussion with [number of students] students on [date]. The focus group was conducted as part of the College's involvement in [name of initiative, if applicable].

The discussion was designed to gather information from the students in regard to the following outcomes:

1. Example: To understand why students were dissatisfied with admissions staff being knowledgeable.

2.

3.

4.

III. Participant Demographics

[Summarize data from response sheets in this section.]

[Number of participants] took part in the focus groups:

- Example: Five women and five men
IV. Student Perspectives

[Organize by outcome, identify any key themes under each outcome then summarize the discussion under each outcome. Use student quotes to enhance the narrative.]

Outcome 1: [List out the outcome]

Question asked during focus group

Findings from the focus groups

Outcome 2: [List out the outcome]

Question asked during focus group

Findings from the focus groups

V. Recommendations