

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