**Focus group checklist**

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| **Activity** | **Completed?** |
| Specify research objectives of the research project (to provide direction/focus for the focus group) | Yes | No  | N/A  |
| Identify sampling frame | Yes | No  | N/A  |
| Select sample on grounds of eligibility | Yes | No  | N/A  |
| Book room and facilities including refreshments | Yes | No  | N/A  |
| Contact participants with details of focus group session including time/date/location, purpose of the session, reward structure (if any) and guarantees of confidentiality  | Yes | No  | N/A  |
| Construct draft focus group schedule | Yes | No  | N/A  |
| Pilot and amend draft focus group schedule | Yes | No  | N/A  |
| Identify and appoint moderator to facilitate the session | Yes | No  | N/A  |
| Identify and appoint rapporteur to take notes | Yes | No  | N/A  |
| Contact participants day before focus group session with reminder | Yes | No  | N/A  |
| On day of focus group session, visit room and arrange seating | Yes | No  | N/A  |