

Focus group checklist

Activity	Completed?		
Specify research objectives of the research project (to provide direction/focus for the focus group)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Identify sampling frame	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Select sample on grounds of eligibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Book room and facilities including refreshments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Construct draft focus group schedule	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Pilot and amend draft focus group schedule	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Identify and appoint moderator to facilitate the session	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Identify and appoint rapporteur to take notes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Contact participants day before focus group session with reminder	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
On day of focus group session, visit room and arrange seating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>