Activity	Complete?		
Specify research objectives of your research project (to provide direction/focus for the focus group)	Yes ☐	No ☐	N/A ☐
Identify your 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 the day of the focus group session, visit the room and arrange seating	Yes ☐	No ☐	N/A ☐