Activity	Complete?		
Draft your research questions	Yes ☐	No ☐	N/A ☐
Collect and transcribe your data	Yes ☐	No ☐	N/A ☐
Read and reflect on your data	Yes ☐	No ☐	N/A ☐
Review and refine research questions	Yes ☐	No ☐	N/A ☐
Choose an analytical approach	Yes ☐	No ☐	N/A ☐
Code the data	Yes ☐	No ☐	N/A ☐
Create an audit trail of the coding process	Yes ☐	No ☐	N/A ☐
Write a reflexive journal	Yes ☐	No ☐	N/A ☐
Look for connections between codes	Yes ☐	No ☐	N/A ☐
Relate sub-categories to core categories	Yes ☐	No ☐	N/A ☐
Identify patterns in your data	Yes ☐	No ☐	N/A ☐
Look for variations or deviant cases in your data	Yes ☐	No ☐	N/A ☐
Review and refine codes	Yes ☐	No ☐	N/A ☐
Describe the themes	Yes ☐	No ☐	N/A ☐
Compare and relate cases	Yes ☐	No ☐	N/A ☐
Demonstrate how conclusions were reached	Yes ☐	No ☐	N/A ☐
Demonstrate how data support research questions	Yes ☐	No ☐	N/A ☐
Report research perspectives, values and beliefs	Yes ☐	No ☐	N/A ☐
Discuss research and coding process with others	Yes ☐	No ☐	N/A ☐
Ask respondents to review transcripts and coding scheme	Yes ☐	No ☐	N/A ☐
Reach 'theoretical saturation'	Yes ☐	No ☐	N/A ☐
Perform a literature review	Yes ☐	No ☐	N/A ☐
Provide 'thick descriptions'	Yes ☐	No ☐	N/A ☐
Use programmes to aid computer-assisted analysis	Yes ☐	No ☐	N/A ☐