|  |  |
| --- | --- |
| **Focus Group Checklist** | |
| Opening the Session | |
|  | Agenda reviewed, modified, and agreed upon |
|  | Participant expectations checked |
|  | Roles and responsibilities understood |
|  | Session opened on schedule |
|  | Refreshments and materials prepared |
| Conducting the Session | |
|  | Complete agenda items checked off to show progress |
|  | Behaviors managed |
|  | Refreshments replenished |
|  | Handouts distributed |
|  | Each activity understood and explained before beginning |
|  | Documentation visibly displayed |
|  | Feedback solicited |
|  | Discussion focused, minimal digressions |
|  | Interruptions minimized |
|  | Open issues addressed and boarded |
| Closing the Session | |
|  | Agenda reviewed and results summarized |
|  | Expectations checked |
|  | Issues reviewed |
|  | Sessions completed on time |
|  | Quality assessment performed |
| Session Debriefing | |
|  | Purpose and objectives understood and agreed on |
|  | Agenda prepared and effective |
|  | Everyone participated and had an opportunity to influence results |
|  | Interactive skills were professional |
|  | Time managed to agenda schedule |
|  | Purpose and objectives accomplished |
|  | Participants feel satisfied |