# Template – Data Collection and Analysis Form

## Form 1 – For a single Method/Source

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CCE Focus Area** | **Question** | **Case 1** e.g., Document or Interview or Focus Group | **Case 2** | **Case 3** | **Case 4 etc…** (add columns as needed) | **Key Themes** |
| Awareness | Evaluation Question 1 |  |  |  |  |  |
|  | Evaluation Question 2 |  |  |  |  |  |
|  | Evaluation Question 3 |  |  |  |  |  |
|  | Evaluation Question 4 |  |  |  |  |  |
|  | Evaluation Question 5 |  |  |  |  |  |

NB: this form can be “flipped” with cases in rows and questions in columns. (It depends on how many there are of each.) If there are many more cases than questions then having cases in the rows can be easier to analyse.

## Form 2 – Across Methods/Sources

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| --- | --- | --- | --- | --- | --- | --- |
| **CCE Focus Area** | **Question** | **Document/Data/ File Review** | **Interviews** | **Survey/s** | **Case Studies** | **Overall Themes** |
|  |  | **Key Themes**  | **Key Themes** | **Key Themes** | **Key Themes** |  |
| Awareness | Evaluation Question 1 |  |  |  |  |  |
|  | Evaluation Question 2 |  |  |  |  |  |
|  | Evaluation Question 3 |  |  |  |  |  |
|  | Evaluation Question 4 |  |  |  |  |  |
|  | Evaluation Question 5 |  |  |  |  |  |