## Community stories report outline

*Access full guide and tools at* [*communitystoriesguide.org*](http://www.communitystoriesguide.org/)

Instructions: Use the following headers and prompts to outline results from the community stories project. The final shape of the findings does not need to be a written report but can be in a different format (e.g. podcast, infographic, video, PowerPoint), but this outline can help you think through the most critical elements.

*2-sentence summary of findings*

### Background

Provide a few sentences that cover the following, referencing other documents and links where appropriate:

* What was the problem?
* How did it affect the community?
* Why was this project conducted?
* What did the project hope to accomplish? (what was your objective?)

### Methods

Provide a few sentences that cover the following:

* How was the project designed?
* How did the initial project design get more feedback and get more refined?
* What was the project timeline?
* Who were the partners involved?
* How did you assemble the story team?
* How did you design the data collection tools? (e.g. story collection template)
* How were stories going to be collected?
* How did you want to recruit focus group participants?
* How were stories going to be distributed to participants?
* How were the stories going to be analyzed?
* How would the final report be developed?

### Results

Provide a few sentences that cover the following:

* How many stories were collected? (and were any excluded?)
* How many focus groups were held and how many people participated?
* What happened in the focus groups?
* What were the discussions around the stories?
* What themes emerged in the discussions?
* How did each group decide on their chosen stories? (and why were they chosen?)
* What stories were chosen? (include in appendix or link!)
* Optional: Include screenshots or images of discussions or stickies

### Discussion

Provide a few sentences that cover the following:

* What similarities and differences were there between the focus groups?
* What themes seemed to emerge strongly in all the groups?
* What outliers were there?
* How did the final selection of stories reflect the themes?
* What can we learn from examining just the chosen stories?

### Strategies and Ways to Take Action

Provide a few sentences that cover the following:

* Based on the stories and discussions, what recommendations are there to address the health topic and the information environment and community of focus?
* Who is responsible for addressing identified gaps?
* What are short and medium-term ideas that can be implemented quickly?
* How will these results be shared, discussed and acted on with partners and community?
* What did you learn about the story collection and analysis process? What would you do differently in the future?

*Acknowledgements*

Identify all people who have supported your project to make it a success, including story team members, partners, and any community members who participated who’d would like to be recognized by name.