**Instructions for Data Collection**

This packet contains complete instructions and data collection forms for two tasks.

Task 1 - Sorting the task statements into groups and recording your results

Task 2 - Rating the importance of each individual statement

For **Task 1 -** Sorting and Recording, you should have the following materials:

Instructions for Sorting and Recording (2 pages)

Set of cards containing statements

Sort Recording Sheet

For **Task 2** - Rating, you should have the following materials:

Instructions for Rating (1 page)

Importance Rating Recording Sheet

Please follow the enclosed instructions very carefully. With the small number of participants in this project, even a few small errors can significantly influence the final results.

You need to return only two items: the Sort Recording Sheet and the Importance Rating Recording Sheet.

**Task 1 - Instructions for Sorting and Recording**

**Step 1 - Sorting the Statement Cards.** Enclosed in your package is a set of cards. Each card has a statement and a task ID number. *Group the statements into in a way that makes sense to you*, following these guidelines:

Group the statements for how *similar in meaning* they are to one another. Do not group the statements according to how important they are, how high a priority they have, etc. Another part of the process will ask you how important you believe each idea is.

There is no right or wrong way to group the statements. You will probably find that you could group the statements in several sensible ways. Pick the arrangement that feels best to you.

You cannot put one statement into two groups at the same time. Each statement must be put into only one group.

People differ on how many groups they wind up with. In most cases, anywhere from 5 to 20 groups usually works out well.

A statement may be put alone as its own group if you think it is unrelated to the other statements or it stands alone as a unique idea.

Make sure that every statement is put somewhere. Do not leave any statements out.

**Step 2 - Recording the Results.** You also have in this packet a **Sort Recording Sheet** for recording the results of your groupings. On that sheet, please write the results of your sorting as described below. An example of how to record a group is shown in the first box on the Sort Recording Sheet.

Pick up any one of your groups of statements. It does not matter what order the groups are recorded in.

Quickly scan the statements in this group, and write down a *short phrase* or *title* that describes the contents of the group on the line provided after ***Group Title or Main Topic*** in the first available box on the Sort Recording Sheet.

In the space provided under the group name, write the statement ID number of each card in that group. Separate the numbers with commas. When you finish with the group, put it aside so you don't mistakenly record it twice.

Move on to your next group and repeat the steps above, recording the statement numbers in the next available box on the Sort Recording Sheet. Continue in this way until all your groups have been named and recorded.

Your Sort Recording Sheet has room for you to record up to 20 groups of cards. As mentioned above, any number of groups is fine. If you have more than 20 groups, continue recording your results on a blank sheet of paper and be sure to attach this extra sheet to the one provided.

***Please write legibly and clearly.*** Most of the errors that find their way into the program and results are made at this stage and are due to illegibility.

When you have recorded all of the groups, please go on to Task 2 - Rating.

**Task 2 - Instructions for Rating**

In Task 2, you will rate the [INSERT SCALE NAME] of each statement. Follow the instructions on the Rating Recording Sheet.

When you've completed both tasks, place the Sort Recording Sheet and the Importance Rating Recording Sheet into the envelope provided and return them. You do not need return the instruction sheets or the cards.

If you have any questions, please don't hesitate to ask.

Thank you for your cooperation.

**Sort Recording Sheet**

**NOTE: Return this sheet in the envelope provided.**  **NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This sheet is to be used for **- Recording the Results**. Specific directions for recording your sorts are included in the Instructions for Task 1 - Sorting and Recording. **Remember that you do not have to have as many groups as there are boxes on this sheet. The space is provided to allow for variability among participants in the way they group the items. The first box (Example Group) is filled out to serve as a guide for you.**

***Example group Title or Main Topic:* Program Management\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Record here the identifying number of each item in this group, separating the ID numbers with commas.

**1, 4, 29, 43, 12**

***Group Title or Main Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Record here the identifying number of each item in this group, separating the ID numbers with commas.

***Group Title or Main Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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Record here the identifying number of each item in this group, separating the ID numbers with commas.

**[INSERT SCALE NAME] Rating Recording Sheet**

**NOTE: Return this sheet in the envelope provided. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This sheet is to be used for **Task 2 - Rating**. Check one box corresponding to a value between [INSERT RANGE OF SCALE HERE] for each Statement in terms of how [TYPE OF MEASURE, e.g. important] you think it is: Use the following scale:

# = ***relatively LOW END*** compared to the rest # = ***HIGH END*** compared to the rest

Please discriminate between the statements and use all rating values at least several times each. Write your rating in the space provided.

***FOCUS PROMPT GOES HERE...***

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