Please note this is just one example template of how you might proceed to code your data and sort into themes.Many people use excel as it gives greater flexibility and filterability!

**First Pass**

|  |  |  |
| --- | --- | --- |
| Respondent Number | Unedited Responses from individuals Responders | Code (Theme you feel it comes under) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

**Second Pass**

|  |  |  |  |
| --- | --- | --- | --- |
| Overarching Theme | Sub-themes or components that feed into the theme | Number of respondents that mentioned this theme | Selected supporting quotes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**What are the conclusions?**

**What will you do ‘now’ as a result of the feedback?**

**What valuable ideas emerged that you hope to implement in the future? Who do you need to talk to to make this happen?**