**CONTENT ANALYSIS OF INTERVIEWS’ RESPONSES**

**STEPS TO FOLLOW: (Prof. Federico Varona)**

**TWO TEAM MEMBERS SHOULD BE RESPONSIBLE FOR DOING THE CONTENT ANALYSIS OF EACH FOCAL AREA AND FOLLOW THE NEXT STEPS:**

**Step 1: Collect all interviewees’ responses from team members related to the
 FOCAL AREA you are responsible for content analysis.**

**Step 2: Outline all the responses for EACH OF THE QUESTIONS in each FOCAL
 AREA.**

**Step 3: Find the major THEMES or TOPICS in responses for each question.**

**Step 4: RANK ORDER the Themes or TOPICS in terms of frequency of responses
 and relevance.**

**Step 5: SELECT THE TWO (2) MOST MEANINGFUL THEMES OR TOPICS for each
 question**

**Step 6: OUTLINE, using full sentences, the SIX (6) MOST MEANINGFUL
 FINDINGS (THEMES OR TOPICS) for the FOCAL AREA.
 (Include some “meaningful quotations” from interviewees and
 citing them).

Step 7: SHARE THIS WRITE UP WITH TEAM MEMBERS for feedback.**

**Step 8: WRITE THE FINAL REPORT on FINDINGS for the Focal Area to be
 included in the section of FINDINGS of the TEAM RESEARCH PROJECT
 REPORT. (See instructions for TEAM RESEARCH PROJECT REPORT)**