Research methodology decision sheet

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Put each research question on a separate row. Record the evidence, permission and analysis it needs. The worked row is fictional. If you plan to interview participants, complete the interview section as well.

Working table

Question and population	Evidence and analysis	Feasibility and limits
How does training completion differ across the two approved sites?	Authorised aggregate counts · Compare site completion rates for the same period	Access restricted to totals. Site-level comparison only.

Decisions to record before continuing

Item	Your notes
Unit of analysis and inclusion criteria	
Permitted sources and outstanding approvals	
Missing data, alternative explanations and next decision	

Semi-structured interview plan

Draft one neutral opening and follow-up probes. Record the required approvals before recruiting, piloting with participants or recording.

Planning decision	Your wording or decision
Research question and intended participants	
Neutral opening prompt	
Follow-up probes	
Pilot or rehearsal and what to test	
Revision, language version and reason	
Approvals, consent and recording arrangements	