|  |
| --- |
| COMPANY NAME OR LOGO |
| Survey Results Report Template |
| [Type the document subtitle] |
|  |
| **Company or Organization** |
| **[Pick the date]** |

|  |
| --- |
| [Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.] |

Survey Results Report Template

*Testing Conducted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Prepared by: [Company]**

**Prepared for: [Client]**

**Submitted: [Date]**

Document Status

|  |  |
| --- | --- |
| **Item** | **Description** |
| Document Title |  |
| File Name |  |
| Disposition |  |
| Author(s) |  |
| Document Description |  |

Document Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version #** | **Date** | **Changed By** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Table of Contents

[EXECUTIVE SUMMARY 5](#_Toc359507611)

[SURVEY OBJECTIVES 5](#_Toc359507612)

[PARTICIPANTS 5](#_Toc359507613)

[Methodology 5](#_Toc359507614)

[DATA COLLECTED 5](#_Toc359507615)

[RESULTS 6](#_Toc359507616)

[Question 1 6](#_Toc359507617)

[Question 2 6](#_Toc359507618)

[Etc. 6](#_Toc359507619)

[RECOMMENDATIONS 6](#_Toc359507620)

[APPENDIX A – Survey Text 6](#_Toc359507621)

## EXECUTIVE SUMMARY

## SURVEY OBJECTIVES

## PARTICIPANTS

The total number of individuals who attempted the card sort was \_\_\_ …

* Of those, \_\_\_ completed and saved their sort.
* Of those, \_\_\_ did not actually sort any cards.
* The following results cover the \_\_ participants who truly attempted the sort.

## Methodology

The survey was conducted using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Form Approved OMB # \_\_\_\_-\_\_\_ Exp. Date \_\_\_\_ (<http://www.hhs.gov/Disclaimer.html#omb>)

## DATA COLLECTED

The facilitator collected two forms of data:

* *Qualitative*: Qualitative data including participant comments.
* *Quantitative*: Quantitative data including card sort and category ranking metrics as well as general frequency of similar terms used.

Appendix A contains the complete list of questions.

## RESULTS

The results are broken out by category and listed by question.

### Question 1

### Question 2

### Etc.

## RECOMMENDATIONS

* High – the greatest potential for improved user satisfaction
* Medium – greater potential for improved user satisfaction
* Low – the potential for improved user satisfaction

|  |  |  |
| --- | --- | --- |
|  | **Recommendation** | **Effect** |
| 1 |  | High |
| 2 |  | Medium |
| 3 |  | Low |

## APPENDIX A – Survey Text