

# Ethnographic Research Checklist

PROJECT: \_\_\_\_\_

## Before Going In

### Scheduling and Setup

- Plan for human needs (time between sessions for meals/snacks, bio breaks, etc)
- Provide participant(s) with company website and/or LinkedIn profiles
- Provide participant(s) with context for research
- Send participant(s) a copy of the consent form

### Housekeeping Items

- Print out any necessary documents (e.g. session guides, consent forms)
- Bring pens or pencils and scratch paper
- Set recording quality to manageable size (lower quality)
- Charge and bring power bank or spare battery
- Assign roles to team members

Role	Name
Session Lead	_____
Note Taker	_____
Recording Setup (audio, video)	_____
Consent Forms	_____
_____	_____
_____	_____

## During Research

- Ask for consent; have participant sign consent form
- Set up recording devices and start recording
  - Consider placement - avoid capturing personal information unless necessary for study

### Reminders

- Avoid leading questions or yes/no questions
- Pay attention to participant's surroundings/context
- Occasionally timestamp your notes

## Between Sessions or After Research

- Charge devices (e.g. laptops, cameras, audio recorders)
- Transfer recordings to permanent storage (e.g. computer, hard drive, Dropbox)
- Delete recordings from recording devices (check for "recently deleted" folder, if applicable)