



# CoP Members Insights Template

*This document is part of the Communities4Dev CoP Toolkit featuring practical resources to help you develop impactful Communities of Practice in the development sector. [Access the full CoP Toolkit.](#)*

# How to Use This Template



**Purpose:** to collect and summarize key findings from conversations with community members, and present them in an easy-to-digest format.

**How to use this document:** fill out each slide based on the instructions in the “Notes” field. Note that this document is meant to **synthesize** the key insights, NOT capture all notes from your conversations.

## **High-level outline of steps:**

- Schedule a Core Team meeting to decide on the list of people to interview and the list of questions.
- Each team member then schedules and conducts individual interviews and captures notes
- After the conversations are over, schedule your next Core Team meeting to debrief and identify key insights. Use the last slide to write down this synthesis of insights.



# Background



**CoP Name and Description:**



# Interview Guide



## Interview Questions:

- 1.
- 2.
- 3.
- 4.
- 5.



# Community Members Profiled



[Community Member # 1 - Name]

[Community Member # 2 - Name]

[Community Member # 3 - Name]

[Community Member # 4 - Name]

[Community Member # 5 - Name]



# Community Member Name



**Brief member profile:**

**Key insights from interview:**



# Synthesis of Overall Insights



Key insights:

