**IMPART study Observation Proforma**

*Adapted from Spradley’s (1980) nine dimensions of descriptive observation*

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| **Observations** *What is observed, seen, heard, sensed – separate from personal reflections* |
| **Event** (background on the meeting/event – e.g. what is the meeting, what is its purpose) |
| **Space/Place** (where is the meeting/event is taking place) |
| **Actors** (names, roles, and relevant details of people involved) |
| **Activities** (activities of the actors, including patterns of interaction – e.g. do certain meeting attendees seem to defer or be controlled by others?) |
| **Acts**  (specific individual actions – what is said, who said it and for what audience, how it was said and whether there seems to be a purpose or reason for what is being said)**Key issues** |
| **Time** (sequence of events within the meeting) |
| **Goals & Outcomes** (what are actors attempting to accomplish – note whether various actors seem to have specific goals, motivations, or agendas) |
| **Feelings** (any sensed feelings of relevance to the study propositions – e.g. despondence/anger/enthusiasm of particular actors or in the room) |
| **Objects** (only record if of obvious relevance to study questions – e.g. computer/projector/iPad used to give demonstration of REACT toolkit) |
| **Personal Reflections** *separate from what is observed, heard, seen or sensed – reflections to include what you learned in the setting regarding the study propositions, notes on any questions raised/further data needed* |