

Instructions for Interview Matrix:



Terri Harrison

February 22, 1999

PART A: (takes 30-45 minutes)

1. Divide plenary into groups of four; doesn't matter how many you have. If the number is not divisible by four then there are three options:
 - ⊖ The facilitator(s) make up the last group of four.
 - ⊖ Pair each of the remaining people with someone in one of the other groups of four. For example if, when folk count off, there are a one and a two left, pair the one with one of the existing ones and the two with one of the existing twos. These pairs interview and are interviewed as a duo.
 - ⊖ Have the remaining people go through the schedule with one or more of them handling more than one question. (Not recommended)
2. Provide handout to **each participant**; remind them to remember their numbers as this identifies who they are for the purpose of the interviews.
3. Arrows on sheet indicate direction of interview, i.e. in first scenario, 1 interviews 2 and so on. Make sure everyone is proceeding the same way on the form, i.e. left to right or top to bottom in left column then in right, otherwise people will get confused. You might want to number scenarios to show this.
4. Everyone has two to four minutes for each interview. Decide the time limit in advance and announce it clearly. Someone who is not part of the exercise should be time-keeper, and call "time's up" so people will switch at the same time. The point is to ask the question then let the other person talk without interruption for X minutes. There is no a dialogue; you are getting as much input as possible on the questions asked from everyone in the room. While the person is talking, the one reporter should record everything he/she says. If the person stops talking before time is up, then the interviewer has time to clarify on any points made. Check off each round when it is done so you don't lose track.

N.B. Everyone will have a chance to ask their question to the other 3 people in their group and everyone will have a chance to answer 3 of 4 questions. When they move into the 2nd part of exercise, they will have a chance to add any points that were missed by those being interviewed.

PART B: (takes about an hour, depending on amount of discussion allowed)

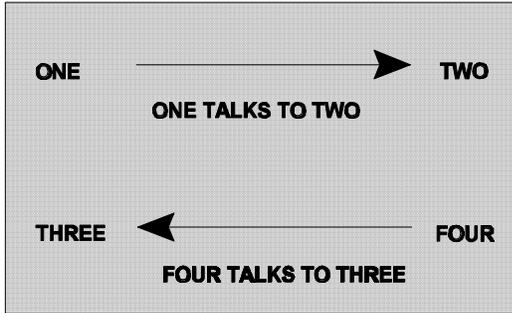
5. Ask all the number 1's, 2's, 3's and 4's to now meet together to present their findings and summarize the key points. Allow up to 30 minutes for this part. Have each group nominate recorder and/or reporter. Make sure that they understand that they are **not** limited to those items recorded in their interview notes. This is their opportunity to add their own thoughts on the question they were posing during Part A. If desired you can ask groups to come up with conclusions, recommendations or both.
6. All 4 groups report back to plenary (5-10 minutes each).

After interview matrix exercise is completed, you can decide what you want to do with

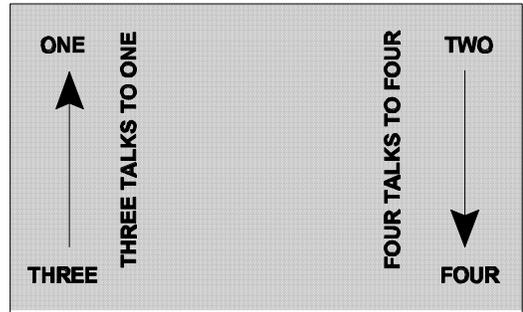
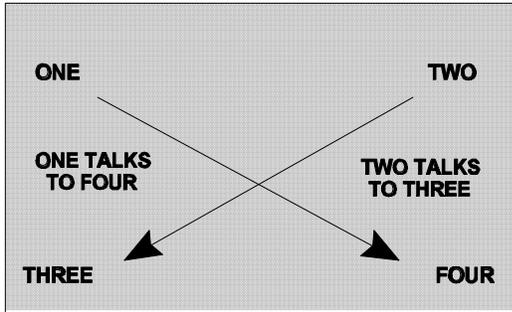
the information gathered. Forms for recommendations and action planning are also included if you want to proceed with this at the same meeting.

INTERVIEW MATRIX: SEQUENCE OF INTERVIEWS

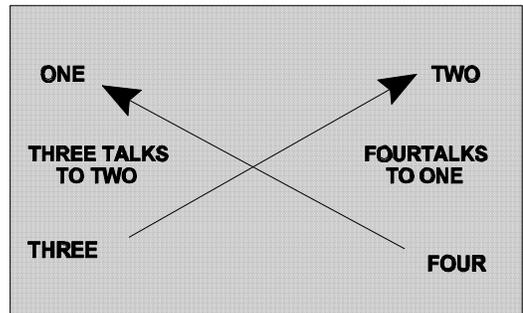
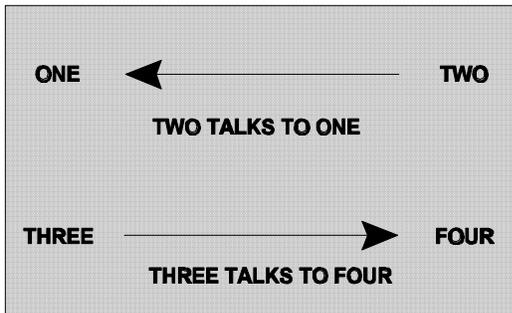
ROUND ONE INTERVIEWS



ROUND TWO INTERVIEWS



ROUND THREE INTERVIEWS



INTERVIEW MATRIX
REPORTERS NOTE BOOK

QUESTION # (circle one only and write out question below)

INTERVIEW # (Circle one only and write out notes below)

INTERVIEW MATRIX

REPORTERS RECOMMENDATIONS

1.

2.

3.

4.

5.

6.