Survey results report

One page for the people who need the results. Fill in each part, delete the grey example rows, and keep it short.

About the survey	Fill in
Survey and purpose: what did we want to learn?	
Who we asked, how and when (dates open)	
Responses received (and invited, if known)	

Key findings

#	Finding in one plain sentence (a short quote can show why)	The number behind it	Answers it is based on
1	*Example: most customers are happy with us overall.*	*69.6% picked 4 or 5 out of 5 (mean 3.83)*	*23*
2			
3			

Charts

Chart 1: paste it in this box	Chart 2: paste it in this box
Title that says what it shows:	Title that says what it shows:
Answers it is based on:	Answers it is based on:

What we will do next

Action	Who	By when
Example: test evening delivery slots for one month.	*Example: delivery lead*	*Example: 31 March*

Before you share it: quote each question exactly as people saw it, give the number of answers behind every percentage and every group, and add one line on who may be missing (for example, people who never opened the email).