

# Comprehensive Methodology Documentation Template

## 1. Introduction

Provide a brief overview of the project or study, its objectives, and the context in which the methodology is applied.

## 2. Scope & Purpose

Define the boundaries of the work and main goals of the methodology. Clarify what is covered and what is excluded.

## 3. Methodological Approach

### 3.1 Chosen Approach

Detail the selected methodological framework (e.g., qualitative, quantitative, mixed-methods) and justify this choice.

### 3.2 Assumptions

List the key assumptions underlying the methodology.

- Assumption 1
- Assumption 2
- Assumption 3

### 3.3 Limitations

Specify any limitations or constraints inherent in the methodological choices.

## 4. Data Collection

### 4.1 Data Sources

Describe primary and secondary data sources utilized.

### 4.2 Data Collection Methods

Explain the techniques and tools used to gather data (e.g., surveys, interviews, sensors, databases).

## 5. Data Analysis

### 5.1 Analysis Techniques

Outline the methods used to analyze collected data (e.g., statistical analysis, coding, modeling).

### 5.2 Tools & Software

List any analytical tools or software platforms implemented.

## 6. Process & Workflow

Map the step-by-step procedural workflow. Use diagrams or flowcharts as needed.

1. Step 1: Description
2. Step 2: Description
3. Step 3: Description

## 7. Validation & Quality Assurance

Describe how methods and results are validated. Note any peer review steps, calibration, or verification procedures.

## 8. Ethical Considerations

Address any ethical concerns and requirements, including data privacy, consent, and compliance.

## 9. Documentation & Reporting

Explain how the process and results will be documented and what reports will be produced.

## 10. References

List all literature, manuals, standards, and other sources referenced in developing the methodology.

- Reference 1
- Reference 2
- Reference 3

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## Important Notes

- Ensure methodology is clearly aligned with project objectives and constraints.
- Regularly review and update methodology to reflect changes in process or new best practices.
- Maintain transparency and traceability of all steps and decisions.
- Comprehensive documentation supports reproducibility and scalability.
- Include all team members and stakeholders when drafting or revising methodology documents.