

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

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.