Collecting Secondary Data

FACTS
Name of Person or Group ____________________________ Date ____________

Source ____________________________

What resources do they have?

Money ____________________________

People ____________________________

Equipment, facilities, etc. ____________________________

What do they want? ____________________________

OPINIONS
Why is this issue important to this person or group? ____________________________

What power do they have regarding this issue? ____________________________

What outcomes do they see as a result of this solution? ____________________________

At what stage are they in acting on this issue? ____________________________

— Complete this form for each source of secondary information.
— Gather information from many sources.
— Perspectives of individuals and groups may be gathered from: newspaper articles, editorials, TV and radio commentaries, TV and radio reports, magazine articles, voting records.
— Perspectives of institutions may be gathered from: existing policies and laws, existing regulations, traditions, unwritten but accepted procedures, court decisions.
— Look for verification.
— Be sure to account for reporting biases. Ask what underlying point the writer or reporter was trying to make. Ask what the writer or reporter had to gain.
— Look at the dates on secondary data. Perspectives change over time. More recent information may make older data obsolete.
— Summarize all the secondary data on each perspective into a brief perspective statement.