

Key Facts Research Tool

Provide a foundation for informing a dilemma conversation.

Goal:

The goal of this tool is to provide a research process that gathers key facts - concise pieces of information from credible sources that indicate the state of a given topic. Many of these will be internal to your organization; however others will be external. They may be statistical in nature, or expert “opinions” summarized in brief statements.

Instructions:

1. **Articulate the key question at hand.**
2. **Define basic organizational key facts, including but not limited to:**
 - Define why this case touches your organization (e.g. your organization has operated in X country since 2008).
 - Define the scope of your organization’s involvement, including but not limited to:
 - Length of involvement
 - Nature of involvement
 - Define financial figures associated with your organization’s involvement, including but not limited to:
 - Revenue
 - Volume
 - Define conflicts or benefits that have come through GlobalGiving’s involvement.
3. **Define the specific topic for further research.**

This should be straight forward (based on the case); however, it is important to know what the case is about in order to make choices about what key facts to

search for. For example, a case about China and Taiwan requires understanding the political relationship between the two, and does not require knowing the names of specific leaders.

4. Identify sources of credible information.

This will include domain experts, research organizations, and government / private agencies that collect statistical information. While news outlets may direct you to these sources, news outlets are not the source of key facts. Ensure that you always check the background of the organizations and funding sources.

5. Organize Information

Sort the key facts in the [Analysis and Synthesis Tool](#).

6. Summarize the key facts in background detail for Launching and Framing Conversation.