

User Guide: How to Capture Evidence



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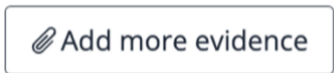
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How to Capture Evidence

Introduction

At any of the 3 Stages of the EBNLab process, as you research, Discover, Develop and Define need statements it is valuable to record or 'Capture' the evidence which gives objective, verifiable, quantifiable and qualifiable validation to the respective Need Statement, or one of its component elements.



Adding Evidence to EBNLab

Whether you are crafting a Need Statement from an individual Problem, Population and Outcome, Drafting a Need Statement using the process for more experienced users, or Generating Multiple Need Statements using the Need Statement Generator, you will be prompted to add evidence. These prompts will be in the form of the **'Add more evidence'** button shown above.

It is not mandatory to record evidence at every occasion, however a lack of evidence for any given Need Statement is itself evidence of a low level of validation, and as such impacts confidence in that Need Statement.

If you are reviewing, scoring, assessing, or even prioritising a Need Statement throughout the EBNLab process, by using the 'Add Evidence' or 'Add More Evidence' buttons you will be able to access the window below to record your evidence.

The image above shows, on the left, the screen which will allow you to record the details of the evidence. The image on the righthand side is the same screen, showing the drop-down menu, allowing you to select the method by which the evidence was collected.

The Table below provides guidance on how to capture evidence using this screen.

Title	Options	Guidance	Example
Title of Evidence:		You might choose the title of the report or article or a description	Aviation Experience Market Research Report 2024
Link (if available):		Links can be to external or internal sources	www.airportsecurity.com/report
Research description:			A research report on security trends and passenger experience
Research source type:	Primary is evidence you collected	Primary evidence is where you have engaged in research.	
	Secondary is evidence you have found.	Secondary evidence is for when you are adding insights you have found.	Secondary research
How would you rate the Evidence:	Bronze	A personal observation, news article.	
	Silver	A report from a verified source e.g government or other "grey literature" including internal reports.	
	Gold:	Peer reviewed often in academic journals or independently peer reviewed sector literature.	Market research report
How was the evidence collected:	List Methods	From the criteria select the main data collection method	Multi-method composed of interviews, secondary research and focus groups
Scale of research sample:	Small/Medium/ Large	Dependant on population size and method.	Large
Detail the scale of research sample:		How many people were involved in the research sample undertaken?	500 security personnel interviewed
To what degree does the research support your Need?		Use this to indicate the degree to which the evidence supports the need or one of its components.	High degree of support

The scale of a research sample is a relative scale selection and not just an objective measure of the number of enquiries which have been made. It is dependent on several factors, including the population size and the method of the research.

For Example, if interviews are carried out on a given population size, a smaller number of interviews could be considered a larger sample size than if a sample survey is carried out, when a larger proportion of the population would have to be covered to be able to claim a large scale to the research sample.