

UX Research Report Template

A findings report guide for UX researchers. Use this template to structure your insights clearly and connect findings to the decisions your team needs to make.

TIP

You can either run this template session-by-session and bring recordings within Looppanel OR paste this as a discussion guide within your study on Looppanel directly which will be automatically used to auto-transcribe, tag themes with AI, and find patterns across participants.

This PDF is editable. Click any shaded field to type into it — the highlighted placeholders are yours to rewrite. Prefer pen and paper? Print it and write on the lines.

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SECTION 1 — REPORT DETAILS

Fill this in before sharing with stakeholders.

Study Name

Researcher

Date

Status

e.g. Draft / Final

Intended Audience

e.g. Product team, Design team, Leadership

Decision This Informs

SECTION 2 — EXECUTIVE SUMMARY

One page maximum. Lead with findings, not methodology.

Top finding 1:

Top finding 2:

Top finding 3:

Most urgent recommendation:

Research Goal

Research Questions

Method

Number of Sessions

Participant Profile

Fieldwork Dates

SECTION 4 — KEY FINDINGS

Organize by theme, not by question or participant. Lead each finding with the insight, not the observation.

FINDING 1

Insight statement:

Supporting evidence (quotes, observations):

Number of participants:

Implication:

FINDING 2

Insight statement:

Supporting evidence (quotes, observations):

Number of participants:

Implication:

FINDING 3

Insight statement:

Supporting evidence (quotes, observations):

Number of participants:

Implication:

FINDING 4

Insight statement:

Supporting evidence (quotes, observations):

Number of participants:

Implication:

FINDING 5

Insight statement:

Supporting evidence (quotes, observations):

Number of participants:

Implication:

SECTION 5 — RECOMMENDATIONS

Translate findings into actions. Connect each recommendation to a specific finding.

PRIORITY

RECOMMENDATION / FINDING / SUGGESTED OWNER

High

High

Medium

Medium

Low

Immediate actions (this sprint):

Follow-up research needed:

Open questions this study did not answer:

Report shared with:



 Looppanel

The report writes up faster when the analysis is already done.

Bring your sessions into Looppanel to auto-transcribe them, tag themes with AI, and find patterns across participants — in minutes, not weekends.

[Try Looppanel free](#)