



Market Research Kit

5 Market Research Templates + Free Guide

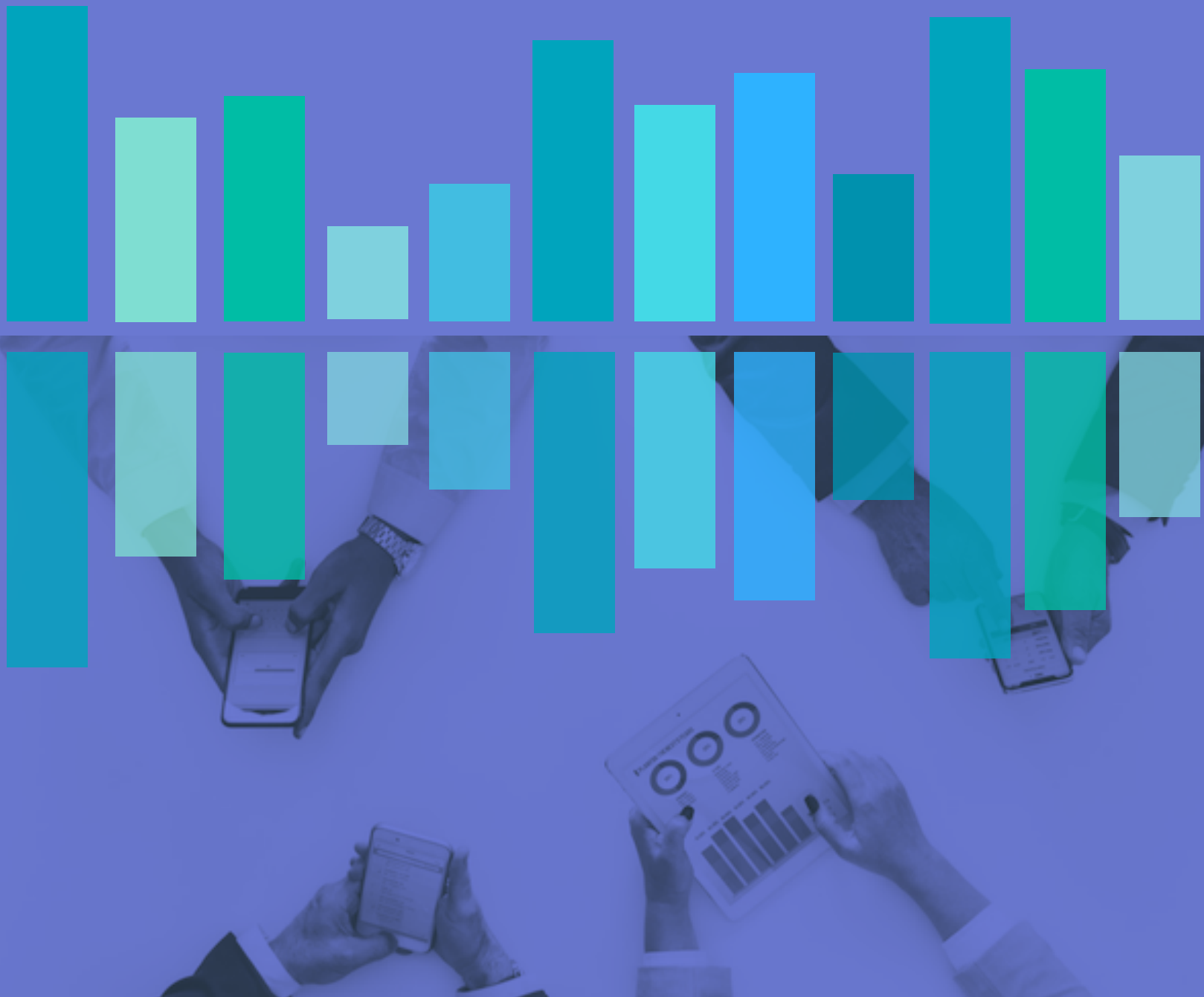


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Reminder: This guide is to help you use the templates included in this kit. If you need advice on how to conduct marketing research, [read HubSpot's Guide to Market Research here](#).



Understand Your Industry

Featured Resource: Five Forces Analysis Template

Understand Your Industry

It's worthwhile to analyze the state of your industry – whether as a prospective new entrant or as an existing player in the game. One way to do this is with **Porter's Five Forces Analysis**.

This method of studying an industry considers – as the name suggests – five different criteria and how high the power, threat, or rivalry in each area is.

Below are the five forces in the analysis, alongside an explanation and example of each.

Competitive Rivalry

This section asks how high the level of direct competition is in your industry. Ask yourself what other companies offer the same product or service that you do in the location that you do business in.

While there may be another company offering the same thing you do, it only matters how much of a direct threat they impose on your share of the market for this analysis.

As an example, let's consider a cereal company. The international cereal industry is quite crowded with massive companies like Kellogg's and General Mills distributing most of the household name cereals, and grocery chains making store-name brands to sell at a cheaper price. These existing companies fight for market share every day, and a new entrant in this market would likely struggle to make a name for itself. Thus, it can be determined that the rivalry in the cereal market is **very high**.

Threat of New Entrants

This area explores how difficult it is to start a company or launch a product that could compete with yours. It also looks at barriers to entry – whether those are resource-based, financial, or imposed by government restrictions.

For an aspiring cereal maker, there's no law stopping him or her from making the next big hit breakfast food, and ingredients for cereal are quite affordable. Since no significant barriers to entry stop a new brand from being made and sold, the threat of new entrants into the cereal market is **very high**.

Threat of Substitution

For this criteria, think of the alternatives to your product or service. Keep in mind, these are **not** direct substitutes.

Let's revisit the cereal example. What alternatives are there to cereal? For breakfast, there are plenty – bagels, toast, fruit, coffee, waffles, pancakes, eggs, or even the notion of skipping breakfast entirely. People need to eat, but their morning alternatives to cereal are vast. Therefore, we can suggest the threat of substitution in this market is **very high**.

Buyer Power

Buyer power looks at whether your market is a buyer's market or a seller's market from your company's perspective. If your product is at the mercy of the latest trend or a bargain-hunting coupon cutter, buyer power is high. If buyers in your market have no legitimate alternative to your product or service – think luxury cars or medicine – buyer power is relatively low.

The cereal market is often at the mercy of coupons and deals in the supermarket. However, some people do prefer one specific cereal regardless of a sale on a different kind. Because of this, it's reasonable to assume buyer power in the cereal market is **high**.

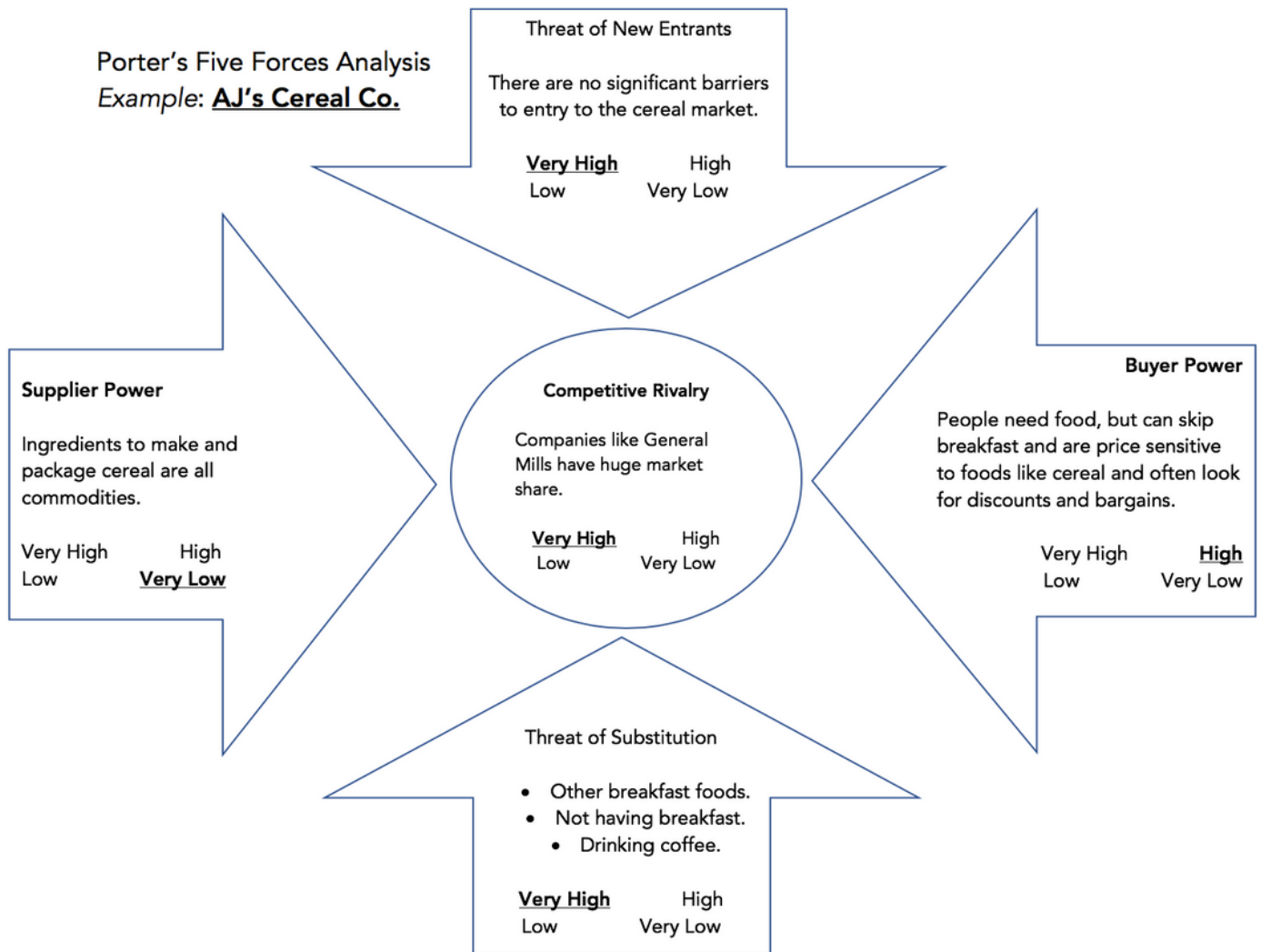
Supplier Power

Lastly, supplier power considered how much suppliers influence the business. All suppliers should be considered. For example – whenever gas and oil prices go up, any company that gets materials delivered by plane, bus, or car sees supplier power increase.

For our cereal maker, we finally have some good news. All of the ingredients to make and package cereal are commodities like grain, water, and sugar, plus cardboard and plastic for packaging. These are affordable and can easily be substituted out for another company's materials, as there is oftentimes little differentiation. So, the supplier power for the cereal market is **very low**.

Porter's Five Forces Analysis

Example: **AJ's Cereal Co.**



Analyzing Your Results

After you complete your analysis, take note of how often categories are marked as "high" or "low." If there are more lows than highs, this is good! You have an opportunity to make an enormous impact in your market. If your highs outweigh your lows, consider what concrete actions you will have to take to overcome these potential threats and obstacles.

Whether you're incumbent or a new business, these forces can change at any time, so staying on top of industry trends and getting a high-level look at your market is essential for long-term success.



Understand Your Competition

Featured Resource: SWOT Analysis Template

Understand Your Competition

Once you understand your industry as a whole, dive into where you fit into that industry with a SWOT analysis.

A SWOT analysis looks at a company's internal strengths and weaknesses and the external opportunities and threats within the market.

Competing this analysis will highlight the direct areas of opportunity your company can start building on or working to overcome.

Strengths

A company's strengths are its internal pros. Strengths are usually unique to that company, but can also be generally positive features that might be shared by another company.

As an example, let's look to Netflix. Netflix's strengths lie in their large online content library, their original content that cannot be accessed anywhere else, and their recommendation software to identify new shows and movies users might like.



Weaknesses

Weaknesses are the internal faults that are within the company's control. This is not a time to mention the strengths of other industry players, but rather problems internally.

Let's revisit Netflix. Their weaknesses include recent price hikes, which have made some users unhappy. Additionally, their focus on creating original shows has come at the cost of forgoing contract renewals with media companies. Because of this, content can disappear at any time, and some of the shows that people relied on Netflix to have are no longer available.

The Netflix logo, consisting of the word "NETFLIX" in a bold, red, sans-serif font. The letters are slightly shadowed, giving it a 3D appearance.

Opportunities

Analyzing opportunities requires looking at the industry, market, and world as a whole to identify chances for a company to grow the business.

For Netflix, we can bring up that faster and more accessible internet and the decline of DVD purchases have increased the demand for streaming services. Additionally, rising prices of cable make the less-expensive Netflix seem like an attractive alternative for consuming content.

Threats

Threats, like opportunities, exist outside of the company, but can be damaging to its success and profitability. This is where we consider government regulation, the influence of other companies, the economy, consumer trends, and more.

Looking again at our Netflix example, one of their weaknesses include the growing number of streaming services, like Hulu and Amazon Prime. With these alternatives comes more demand for exclusive streaming rights, which has now made it more expensive for Netflix to stream popular shows.

SWOT Analysis

Example: Netflix

Strengths: <ul style="list-style-type: none">• Original Content• Netflix was First and is Arguably Synonymous with Online Video Streaming• Algorithms for Suggested Shows• Deals with Media Companies for Exclusive Streaming• Vast Library of Programming	Weaknesses: <ul style="list-style-type: none">• Prioritizing Original Content Over Proven Favorites• Content Can Disappear at Any Time at the Company's Discretion• Prices Have Hiked in the Past, Angering Consumers
Opportunities: <ul style="list-style-type: none">• DVDs Purchases and Rentals are Declining• Younger Generations Are Ditching Cable in Favor of Streaming• The Availability of the Internet• People Consume More Content Today Than Ever Before in History	Threats: <ul style="list-style-type: none">• Number of Streaming Competitors is Growing• Media Companies are Gaining Leverage and Demanding Higher Payments for Content• Some Online Videos Are Viewed for Free or Even Illegally

Reviewing Your SWOT Analysis

Use this analysis as a snapshot for your company's performance or potential performance. Don't just compare the amount of strengths and opportunities with the amount of weaknesses and threats – weigh their importance to determine if you're currently in a good place or if you could be doing better.



Understand Your Buyers

Featured Resource: Survey Template
Featured Resource: Focus Group Template

Understand Your Buyers



While you need to know where you stand in your industry, it's ultimately worth knowing where you stand in the eyes of your customer and potential customers. That's where research surveys and focus groups come into the picture.

It doesn't matter if you're gathering info for your company's official launch or for your enterprise company's 500th product launch – taking the time and effort to learn how your company or product will be perceived in the market is a vital action all businesses must routinely take.








Market research surveys and focus groups help companies identify a multitude of important pieces of information, including:

- Facts about your target market.
- What matters to someone who would purchase from you.
- The demand for your product.
- The potential price points.
- Perception on competition.
- Impressions of your branding.

In this section, we'll highlight the steps to selecting questions for both a survey and a focus group.

Buyer Personas

Before you get to surveying your buyers, it's helpful to define them with buyer personas - semi-fictional generalizations of who your target customers are. Understanding your buyer personas guides your survey construction to be more tailored to your intended audience. If you haven't established your buyer personas yet, [use this free tool](#) to get started.

	Preferred Method of Communication <ul style="list-style-type: none">Email	Tools They Need to Do Their Job <ul style="list-style-type: none">CRM SoftwareContent Management SystemsEmailReporting Software
Name AJ		
Age 18 to 24 years	Job Responsibilities Content Creation and Analysis	Their Job Is Measured By Leads Generated
Highest Level of Education Bachelor's degree (e.g. BA, B	Reports to Director of Content Acquisition	Goals or Objectives Increasing Conversion Rate
Social Networks      	They Gain Information By HubSpot Reporting	Biggest Challenges <ul style="list-style-type: none">Problem Solving & Decision Making
Industry Advertising		
Organization Size 1001-5000 employees	<div>Add New Section +</div>	

Surveys

Surveys can and should contain a variety of question types, like multiple choice, rankings, and open-ended responses. To easily draw conclusions, do your best to make questions quantitative or short-answer format, saving longer questions for focus groups. Your survey should be broken down into the following sections.

Demographic Questions

Take this time to understand fast facts about your survey takers, like age, sex, occupation, income, and marital status.

Business Questions

If you're selling a product that is ultimately to be used in a business, get a feel for what kind of businesses your product or service would appeal to. Ask about the size of the company and what industry it operates in.

Competitor/Industry Questions

Use this section to discover how strong the other players in your market are. Questions about which brands come to mind in your industry and how brand loyal consumers are help identify where you do (or would) stand.

Brand Questions

Ask survey takers if they have heard of your brand, what they think of it, what they associate with it, how trustworthy they perceive you to be, etc.

Product Questions

If respondents have used your product or experienced your services before, ask them to identify their general thoughts and perceived strengths and weaknesses of the product.



An illustration of a clipboard with a dark blue frame and a grey clip at the top. The clipboard contains a white sheet of paper with a light blue border. On the paper, there are three sets of three horizontal blue lines, representing text input fields. To the right of each set of lines is a square checkbox. The first two checkboxes are marked with a large orange checkmark, and the third checkbox is empty.

Focus Groups

Focus groups are an opportunity to collect in-depth, qualitative data from your users or your target market. When planning out questions for a focus group questionnaire, keep these best practices in mind:

Ask Open-Ended Questions

Make sure every question acts as open-ended discussion prompt. “Do you like the product?” and “What do you think of the product?” may seem to be going for the same end goal, but will tend to produce dramatically different results.

Limit the Questions Asked

Don’t expect to get great results after asking twenty in-depth questions in a single focus group. Try keeping the list to 5-10 crucial questions.



Encourage Follow-Up Comments and Questions

The beauty of focus groups is that they often lead to findings you may not have been expecting to hear. Don't be afraid to use your time to chase an idea brought up in a session that you hadn't explored before and ask the group to elaborate further.

Bring in a Prototype

If you're offering a product, bring one in and let participants interact with it. This will make answers to questions like "How would you see yourself using this product?", "What do you like about it?", and "What would you like to see changed?" more engaging.

Ask About Price and Competition

Allowing participants to speak about who they see as your biggest competitors and how they came to their pricing estimates helps you understand the "why" behind both.

For example, someone may wildly undercut the worth of your product on a survey, but in a focus group, that person would be able to say they just might not have any interest in it.

Leave Time at the End

End your focus group with an opportunity for participants to make any final comments or ask closing questions. Their closing thoughts could prompt a follow-up conversation or a spark for your next idea.



Present Your Findings

Featured Resource: Research Presentation Template

Present Your Findings

Once you complete your surveys, focus groups, and other research, present your findings. This presentation should be tailored to your audience. For example, if you're presenting to your team or employees in your company, it should have a different setup and tone than if it were being used to present to investors. Make sure the necessary information and findings that the intended audience needs to hear is included.

A great market research presentation should have the following sections, fleshed out with the proper information.

Background

Why did you do this research project? Were you trying to discover the need for a new product line? Were you doing a routine check-in with customers and using the findings to help develop a new initiative within the company? Are you a new business simply proving out your concept?

Whatever the reason, help the audience get into your shoes at the point when you decided to do this project.

This is the proper place to refer back to your **Five Forces Analysis**, your **SWOT Analysis**, and **buyer personas**. Take pictures or screenshots of the completed templates and upload them onto the slides, elaborating in the presentation regarding how each of these templates influenced your research and planning.

Participants and Methodology

Walk the audience through your process for learning new information. Be sure to include all the sources for your findings, including existing company data, online and news sources, your surveys, and your focus groups.

You won't want to jump into findings and conclusions just yet. Instead, speak about what you wanted to discover from your research, how you collected data, and who you spoke to. Refer to the templates in this kits to see some sample facts and bullet points to include on these slides.

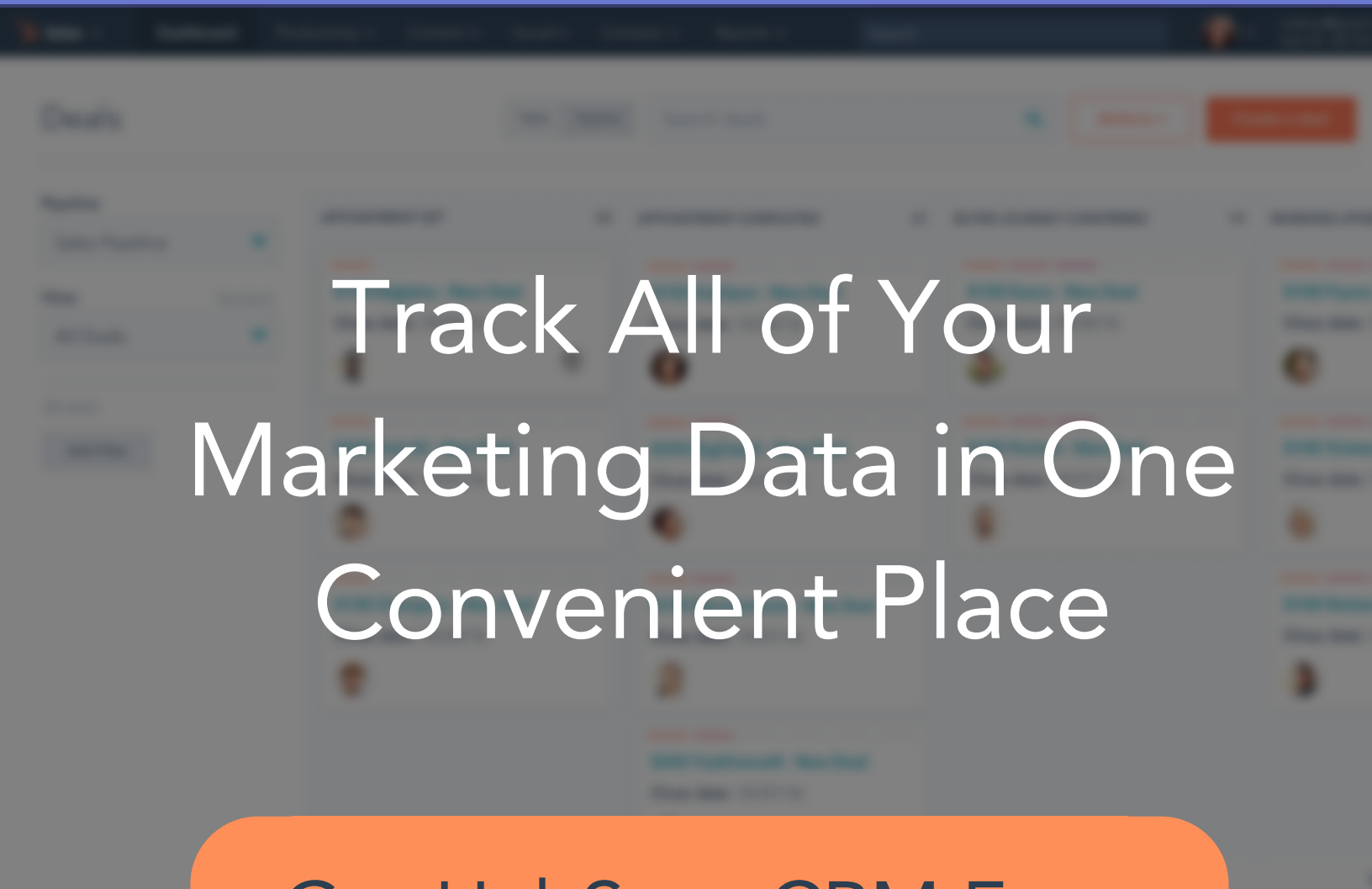
Key Findings

Kick this section off with one or two outstanding and noteworthy statistics right off the bat. In presentations, many of the facts can be forgotten or overshadowed, so speak to the big finding(s) that must be known by anyone who attends your presentation.

This section should be the most in-depth, and slides should contain an overview of both qualitative and quantitative data. Consider using Excel or Google Sheets to draft up graphs and charts to visualize your data.

Next Steps and Recommendations

Now that the research has been conducted and the findings have been summarized, what's the plan of action? Maybe it's a new marketing campaign, a call for funding, a best practices guide, or something else entirely. Illustrate those recommendations in this section.

A blurred screenshot of the HubSpot CRM interface serves as the background for the central text. It shows a list of contacts with columns for name, email, phone, and social media links. The interface is in a light gray color scheme with blue accents.

Track All of Your
Marketing Data in One
Convenient Place

Get HubSpot CRM Free