



FMPI How-to Guide

Instructions on how to Analyze Diversity of your Organization

1. Choose a specific group to analyze and gather the names of each individual
2. Create a new table
3. Insert **column headers**:
NAME
NON-WHITE FEMALE OR NON-BINARY
FEMALE OR NON-BINARY
NON-WHITE MALE
WHITE MALE
4. Insert individual names under '**Name**' Column.
5. Under each characteristic column, **enter a value of 1** if the characteristic applies to the name in the same row.
6. **Aggregate the values** for each column.
7. Divide the Non-white female column total by the White Male column total to get your **FMPI Diversity Index value**.

[Spreadsheet Available Here](#)

or [HERE](#) as a Gdoc, make a copy in your Gdrive

See next page for visual example.

NAME	NON-WHITE FEMALE OR NON-BINARY	FEMALE OR NON-BINARY	NON-WHITE MALE	WHITE MALE
	9	8	2	11
Name 1				1
Name 2				1
Name 3				1
Name 4	1	1		
Name 5				1
Name 6				1
Name 7			1	
Name 8		1		
Name 9	1			
Name 10	1	1		
Name 11	1			
Name 12		1		
Name 13				1
Name 14				1
Name 15				1
Name 16	1	1		
Name 17				1
Name 18	1	1		
Name 19				1