



NEEDS ANALYSIS

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BY:

PROJECT TITLE:

PROJECT OVERVIEW

Project Title & Description: *What is the title of the project?*

Overarching Goals and Objectives: *Why is the project important?*

Success: *How will we know if the project is successful?*

A. What are the business goals?

B. What is the overall instructional goal of the project?

PROJECT OVERVIEW

(cont.)

Deliverables and Details: *What will be created?*

A. Deliverables

B. Details related to the deliverables (technical resources, lack of live training, etc.)

Potential Options: *Are there certain things you would like to see integrated into the resources, if appropriate?*

PROJECT OVERVIEW

(cont.)

Larger Picture: *What is the overall framework in which these resources “fit”?*

A. On demand training: This will be a standalone piece on the site.

B. PPT, Training Guide, Trainee Guide

C. What is the future plan for this overall framework or these resources? Are there future plans to take into consideration with the organization, content, or distribution method of these resources?

Influencing Factors: *What factors besides training impact their performance?*

AUDIENCE OVERVIEW

Who is the audience? Describe the average person in detail.

How many people are in the audience and where are they located?

Are they already familiar with any aspects of the content? If so, what?

Are their needs roughly the same or are they very different?

TEAM OVERVIEW

Project Roles:

- Project Manager:
- Instructional Designer(s):
- Course Builder(s):

SMEs: Who are the SMEs we can reach out to for support?

- SME of the handbook concepts:
- Recommended SME trainer contact:
- Recommended SME principal contact:
- Recommended SME teacher contact:

RESOURCES

Ramp-Up Resources: *What tools and resources are available for familiarizing oneself with the project?*

A. Printed/Training Materials

B. Presentation Materials

Tools: *What tools and resources are available for building this course?*

A. Software

B. Existing Media Resources

C. Non-existing Resources

- Are there resources you would like for these courses/learning resources that don't currently exist? (video, audio, images, etc.)

NEXT STEPS

Recommendations: *Proposed next steps based on the analysis of the needs.*

List your first recommendation here.

List your next recommendation here.