

Planning your Needs Assessment: Framing the purpose, questions, methods, etc.

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<p><u>Consider the Purpose</u></p> <ul style="list-style-type: none">• Why are you doing a needs assessment?• Why now?• How will you (and others) use information you want to collect?	
<p><u>Define the Scope</u></p> <ul style="list-style-type: none">• Who's needs?• Are you looking at a specific geography – a town, a county, an area?• Are you interested in a specific audience?	
<p><u>Articulate your Questions</u></p> <ul style="list-style-type: none">• What specific questions are you trying to answer?	<ol style="list-style-type: none">1.2.3.
<p><u>Involve Others</u></p> <ul style="list-style-type: none">• Who might serve on an advisory committee?• Consider those that can help:<ul style="list-style-type: none">- focus your questions- identify existing data- collect & analyze new data- make decisions on response- understand who else is doing what in response to the need	

<p><u>ID What You Already Know</u></p> <ul style="list-style-type: none"> • What existing information do you have? • Is it sufficient to answer your questions? • Is it current (enough)? 	
<p><u>ID What Data You Still Need</u></p> <ul style="list-style-type: none"> • What data still need to be collected to answer your questions? • Collect only the data needed to answer your questions. 	
<p><u>Determine Your Methods</u></p> <p>What methods are best suited to get this additional data?</p> <p>Refer to strengths and limitations p. 42 of “Needs Assessment Guidebook for Extension Professionals”.</p> <p>Be practical: Do you have resources and capacity needed to collect, analyze and this additional data?</p>	