**Needs Assessment Planning Tool**

**Your needs assessment will**

* **provide information on the critical issues facing your clientele**
* **help you prioritize your efforts to address clientele identified needs**
* **help you make decisions to develop a focused, relevant research and extension program**
* **be useful for your program development, delivery, and evaluation over time**

**YOUR POSITION DESCRIPTION**

**Academic Title:**

**Area(s) of Expertise:**

**Geographic Scope:**

**Define your clientele:**

**YOUR PROGRAM CONTEXT**

**Stakeholder Analysis:**

* **Who are the key stakeholders? (individuals or groups)**
* **What are their expectations of your program?**

**Include your clientele as well as others who are invested / interested in your programs**

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| **Stakeholder** | **Expectations** |
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**Draw network analysis below, to show how your key stakeholders, clientele groups, and other input providers connect.**

**YOUR NEEDS ASSESSMENT**

**Effective purpose statements inform your prospective participants what you are doing and why, as well as what their role(s) in the needs assessment are up front.**

**Your needs assessment purpose statement:**

**How will you use the findings from your research & extension efforts?**

**Who of your clientele will you target and why?**

**Who might be missing?**

**Any potential underserved clientele requiring separate or unique effort(s)?**

**Do you want/plan to publish your findings? If so, remember to submit to the IRB.**

**QUESTIONS & DATA COLLECTION**

**What needs have already been identified (e.g. through secondary source analysis)?**

**What specific needs assessment questions do you want to ask?**

**Who will you ask to provide feedback on your questions?**

**Your needs assessment approach can may be informal, e.g. based on individual site visits and/or small group discussions, or more formal, e.g. structured surveys and/or structured focus groups. Consider purpose, participants, and resources available when selecting your method.**

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| **Data collection method(s)** | **Clientele group** | **Timeframe** |
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**How will you get the contact information you need?**

**NEXT STEPS**

**How will you communicate the findings of your assessment to participants?**

**Look through the *Considerations for Priority Setting* tip sheet to identify which considerations will help you focus and develop your program. (The tip sheet is posted on the** [**needs assessment subpage**](https://ucanr.edu/sites/CEprogramevaluation/Needs_Assessment_Resources/) **of the CE Program Evaluation web pages.)**

**Clientele and stakeholder communication and feedback will continue through your program development, delivery, and evaluation.**