

Worksheet: Organizing a Needs Assessment

Phase One: Exploration

- What are the potential uses of the assessment information and who are the potential users of the assessment information?

- Are you looking at one town or county or a specific audience?

- What existing information do you have?

- What data still need to be collected?

- How will you collect the data?

Phase Two: Assessment

- What data did you gather?

- How did you access the data?

- What did you learn or confirm?

- Was there overlap in the needs identified as shown by different sources?

Phase Three: Utilization

- What are your priorities based on the needs assessment?

- How will you share the needs assessment information with others?
