

Front-end Analysis Report

Guidelines for organizing your front-end analysis report

The front-end analysis report documents your data collection and analyses used to determine the true nature of your instructional problem statement. When complete, it becomes a **plan** for completing your instructional design project due at the end of the semester. The report should reflect your emerging understanding of the processes, procedures, and techniques of instructional systems design (learned up to date) and display an appropriate communication style for a written report (presentation, writing style) targeted for your reader. The content of the report are the course assignments or homework tasks you have completed to date: Problem Statement, Needs Analysis, Learner Analysis, Context Analysis, and Task Analysis.

Project format requirements:

- **Page layout:** 10-15 pages (typical), double-spaced; first-line indent; 12-point font; page number top right; 1.5 inch left margin, 1 inch top, bottom, right margins; footer (8-point font) on every page (your name and “EDIT 226 – Semester, Year”) and bound in a report folder. **No binders**, please.
- **Writing style** should, most importantly, be appropriate for the primary “reader” of the front-end analysis; the person to whom you might submit the report. Avoid jargon and lingo known within your organization, but unclear to the general reader. You should add charts, graphs, or other visual elements to enhance the effective communication of your analysis findings. You may wish to include appropriate APA style guidelines for citations, references, footnotes, tables, charts, and figures, but is not mandatory. Correct spelling and grammar is a standard professional requirement.

Report organization

The content and sequential organization of your front-end analysis document should include each section below as shown in **boldtype**. Use the headings and subheadings as indicated. Note where page breaks should occur.

- **Title page**
- **Executive Summary:** a high level overview that serves as a brief introduction to the purpose of the project with brief comments about any important results/findings or planned direction of the analysis. Write at least one highlight derived from each section of your report. For the front-end analysis project, not more than 2 paragraphs in length. Include as a separate page placed after the title page in the front of your project. Refer to the example available on the course website.
- **Table of contents**
- **Statement of the Problem** [start new page]
 - **Introduction** = briefly explain how this instructional problem became your project.
 - **Condition** (Write these four components clearly and concisely)
 - **Criteria**
 - **Possible causes**
 - **Symptoms**

- **Needs Assessment (Needs Analysis)** [start new page]
 - **Introduction** = explain the reason for conducting this needs assessment. Identify the types of needs and the key person(s) who wants you to solve the instructional problem. [Note: Organize the needs assessment plan based on the 4 phases (see Morrison, Chapter 2):
 - **Phase 1: Planning** (target audience, strategy [triangulation], analysis, participants)
 - **Phase 2: Collecting Data** (sample size, scheduling)
 - **Phase 3: Data Analysis** (analysis, prioritization)
 - **Phase 4: Final Report** (purpose of the needs analysis, process, results, action) When you are ready to communicate any or all the findings of your needs assessment, then write your final report following the guidelines in the document (naguide.doc) *Needs Assessment Phase IV: The Final Report*.
 - **Learner Analysis** [start a new page] Describe the target audience for your proposed instructional intervention with as much detail as you can provide. Include:
 - **General Characteristics**
 - **Specific Entry Competencies** (prerequisite knowledge or skill)
 - **Contextual Analysis** [start a new page] Describe the three contexts (see Morrison, chp. 3) of the proposed instructional environment:
 - **Orienting**
 - **Instructional**
 - **Transfer contexts**
- **Task Analysis** [start a new page]
 - Include the goal of instruction (criterion from the problem statement)
 - List the major topics (tasks). Use graphical or outline format, (see Morrison, Chapter 4).
 - Specify the type of learning content and performance for each task (See, Morrison, pp. 80-82 and reference the Performance-content matrix): **facts** (declarative knowledge); **concepts, principles or rules, procedures, interpersonal skills** (intellectual skills); **attitudes**; or **psychomotor skills**. [Also see handout, *Job Aid PO-2: Converting Task Analysis to Performance Objectives*].
- **Appendices (if needed)** [Label Appendix A, B, C,...Z.; start new page for each appendix item]

Instructor Notes

This guideline is meant to *guide* you in the development process of creating a front-end analysis report. Each section in **boldtype** above is required. Discuss alternative report ideas with the instructor.

The front-end analysis is worth 15% of your total grade for the semester and it comprises nearly 1/3 of the weighted score for your final project. Be as thorough as possible with the front-end analysis so you can better prepare the core of your final project due at the end of the semester. These detailed requirements for the front-end analysis are meant to set expectations and prepare you to complete the final project in a professional, instructional design manner. See the scoring rubric for the performance criteria.

If you do not have all the information or documents required for the front-end analysis by the due date, describe your plan for creating or obtaining the document or information in the appropriate section of the report.

It is expected you will revise and update your front-end analysis for your final project report.