

Needs Assessment — Phase IV: The Final Report

Guidelines for organizing your needs assessment final report

Once you have completed the first three phases of the needs assessment process (1. Planning, 2. Collecting Data, and 3. Data Analysis) your last phase is to report your findings. Organize your report as outlined below. **Write as if the reader had not read the first three phases.** Answering the questions posed below is a helpful way to make sure you are addressing all the components thoroughly. See *Morrison* for further explanation.

Purpose

Summarize the overall purpose of the assessment. Yes, I know, you've said this already in the introduction.

- Why are you conducting a needs assessment?
- Who asked you or presented the situation that called for a needs assessment?
- What was the problem you were addressing? (see your problem statement)
- What were you trying to find out? What hunches or guesses did you explore?

Process

Summarize the process (how it was done and who was involved)

- What three data collection methods did you use to triangulate your data?
- Who was the target population? (see your learner analysis)
- Who was the sample? (describe the subset of your target population, if any were used.)
- How big was the sample? (the number of people of who participated)
- How did you analyze the data? (quantitative = statistical analysis, finding means; qualitative = compiling, coding, explaining verbal data or extant data)
- Indicate your level of confidence in the findings.

Results

Using the analysis you wrote in Phase 3, now draw major conclusions based on the data, called results, create more tables/graphs/charts and most importantly, **write your in-depth, conclusive narrative of the data analysis.**

- Indicate the real nature of the problem as revealed in your needs assessment. *Is the problem what you guessed or were told?*
- Indicate the role of education/training
- Indicate the instructional preferences of the learner
- Draw appropriate conclusions

Implications (Actions)

Describe the recommendations you would make to your client based on the results, using bullet points, as needed.

- If instruction was called for indicate how the instruction will be presented.
- Indicate the overall goal of the instruction (*is it the same as you presumed in the problem statement?*)
- Describe the context that will be addressed, even if it repeats what you stated in the problem statement