



serious FUN

PLAN: Needs Analysis Template

Use this simple template as a starting point for planning your next program.

Step 1 - Logistics

Enter your responses below...

| | | |
|---------------|--|--|
| When? | <i>Date, time, breaks, etc.</i> | |
| Who? | <i>Number of people, their demographic profile, etc.</i> | |
| What? | <i>Weekly, annual, one-off, urgent?</i> | |
| Where? | <i>Venue, indoors / outdoors, space available, fixed seating, etc.</i> | |
| How? | <i>Format, eg oral, experiential, online, blended learning, etc.</i> | |

Step 2 - Apparent Goal

Enter your responses below...

| | | |
|-------------------|---|--|
| Why? | <i>Expressed in one sentence, what is your program objective(s)? Utilise the SMART goal guide-lines below to create an effective apparent goal.</i> | |
| Specific | <i>Clear & concise, one goal at a time.</i> | |
| Measurable | <i>In time & quantity.</i> | |
| Achievable | <i>Realistic, but also a stretch.</i> | |
| Relevant | <i>Has significance & connection.</i> | |
| Trackable | <i>Allows monitoring of progress.</i> | |

Step 3 - Difference

Enter your responses below...

| | |
|--|--|
| <p>What difference do you want to make? How will this make your group feel? What do you want your group to become?</p> <p><i>Some questions to help you drill down deeper: Why does your group want to achieve this goal? Why is goal this important? Why does this goal matter, and to whom? Why does your group exist? What does your group believe? What does your group value? What do the people in your group care about? What do the people in your group really want?</i></p> | |
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