# Key Questions for Implementing a Needs Assessment

Identify and capture *key questions* that need to be answered, to ensure the needs assessment is a success at the local level.

| **Research-Based Element** | **Process** | **Content** | **Presentation** |
| --- | --- | --- | --- |
| **Diverse and rigorous data** |  |  |  |
| **Needs-driven, context-specific data collection** |  |  |  |
| **Stakeholder engagement** |  |  |  |
| **Collaborative identification of improvement needs** |  |  |  |

# CoP Norms and Expectations

Learning communities can benefit from shared agreements on when and how community members interact with each other and the content of the community. These agreements do not have to be extensive or complicated and may evolve with the community, but should be understood and agreed on by all members.

### Norms for interactions

Consider the characteristics or qualities you find beneficial in collaborative discussions. What needs to be in place to facilitate a productive and respectful environment for the community?

### Norms for Engaging in an online space

Consider the implications of and expectations for interacting with the technology through the online collaborative space and the live discussions. How and when participants should engage in discussion forums, written feedback or collaborative creation of tools and resources, etc. What should be considered or put in place to facilitate productive virtual interactions?