# Developing a Needs Assessment

# Module 4: Process and Needs Assessment Phases

**Month Day, 2020**

**Location
City, State**

**Overarching Goal:**

To support a [State or district] in developing a comprehensive needs assessment process that can be used by schools for implementation at the local level. Please note that this module focuses on developing a standard needs assessment process rather than conducting a needs assessment at the school level.

## Agenda

**Participant Outcomes:** As a result of this module, participants will:

* Identify activities for each of the needs assessment implementation phases.
* Establish roles and responsibilities at the school, district, and State education agency levels.
* Draft a sequence of activities

| Time | Session |
| --- | --- |
| x:xx–x:xx a.m. | Welcome, Overview, and Introductions |
| xx:xx a.m.–xx:xx p.m. | Planning the Needs Assessment Process  |
| x:xx–x:xx a.m. | Implementation Path Activity |
| x:xx–x:xx p.m. | Reflections and Next Steps |