

# 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