



Needs Assessment Development

Module 4: Needs Assessment Phases and Process

[Presenter Names]

[Date]



State Support Network

Partnering for School Improvement



About us:

**[Insert name and role of facilitator
and supporting organization here]**

Meet the Presenters

Name

Title

email

Name

Title

email

Name

Title

email

What Will the Overall Needs Assessment Development Process Look Like?

Module 1: Purpose



Module 2: Lessons Learned



Module 3: Content



Module 4: Process



Module 5: Presentation

Outcomes

As a result of this module, participants will be able to do the following:

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

Agenda, Module 4

1. Welcome, Overview, and Introductions
2. Planning the Needs Assessment Process
3. Journey Mapping: Laying Out the Process
4. Reflect on Module and Next Steps

Ice Breaker

Placeholder for icebreaker/introductions activity.

Norms for Interaction

- Be present.
- Share the air.
- Assume goodwill.
- Respect what is shared.
- Honor the thoughts behind all perspectives.
- Ask for clarification when you disagree or don't understand.
- Others?



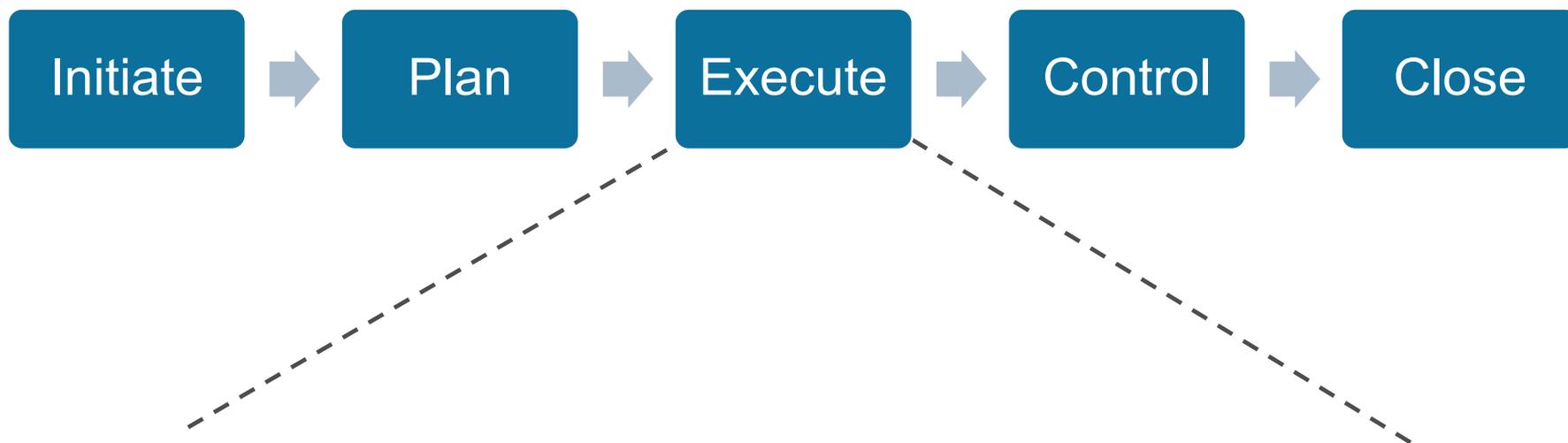
Planning the Needs Assessment Process

Needs Assessment as a Project

What does it look like to implement the needs assessment *project* at the State or district level?

Needs Assessment as a Project

Project Management Phases – [State or district]



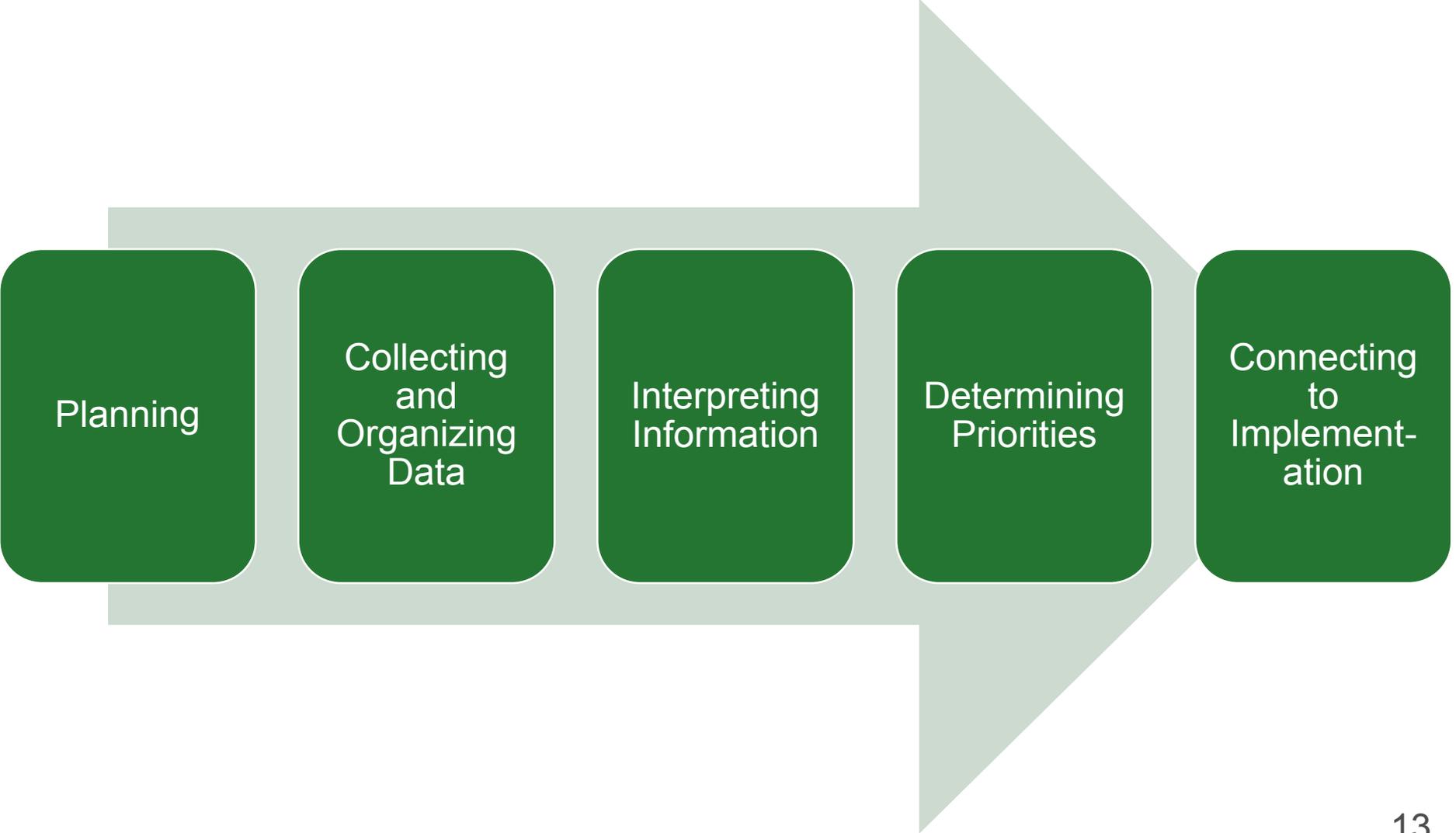
Phases of a Needs Assessment - **School**



Needs Assessment Phases

What does it look like to implement a needs assessment at the school level?

Needs Assessment Phases



Planning

Collecting
and
Organizing
Data

Interpreting
Information

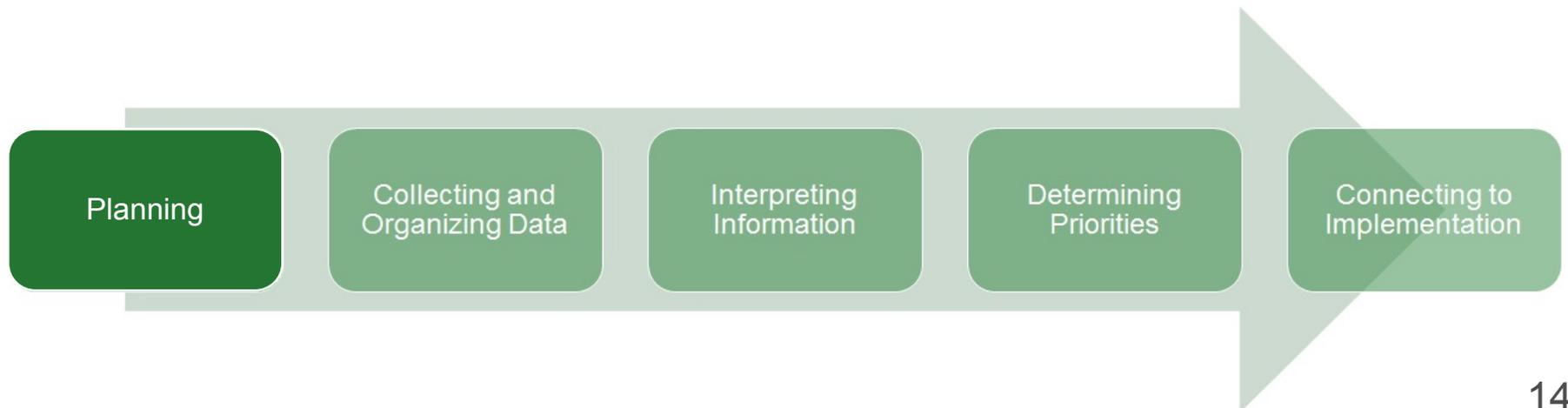
Determining
Priorities

Connecting
to
Implement-
ation

Planning

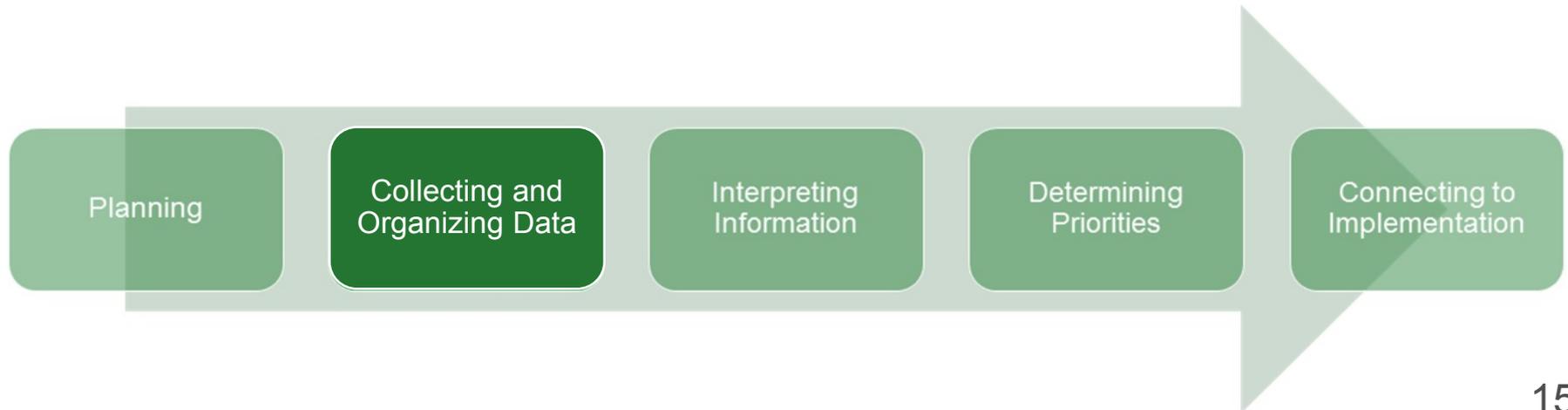
Hey, this happened in Module 1!

- Articulate the purpose and intended outcomes.
- Define your content, process, presentation.
- Determine central guiding questions that the needs assessment should address.
- Identify relevant stakeholders.



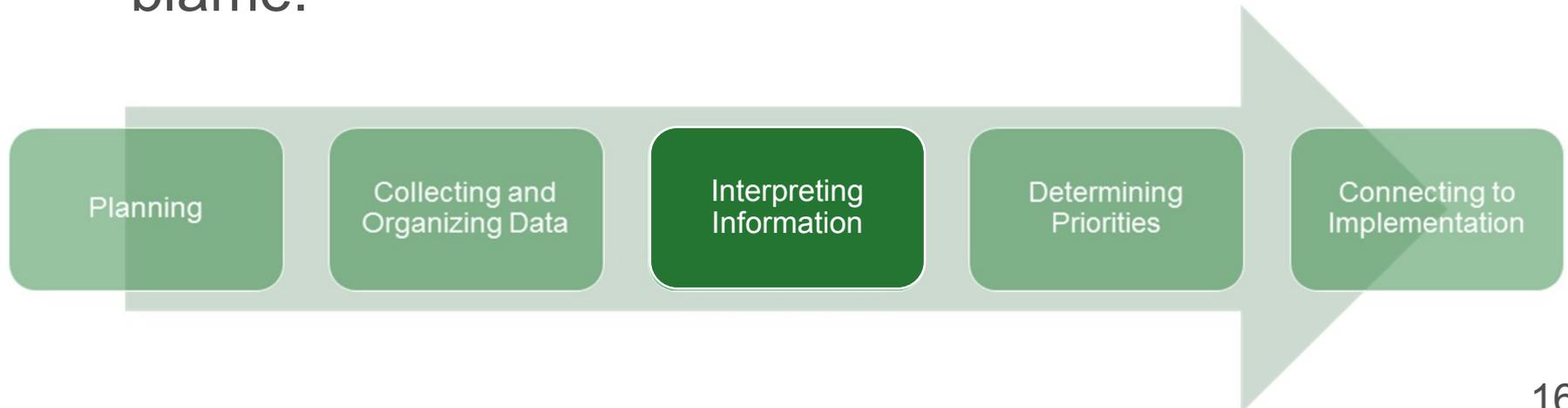
Collecting and Organizing Data

- Organize readily available data from existing sources.
- Determine and collect additional needed data.
- Decide on presentation of data.



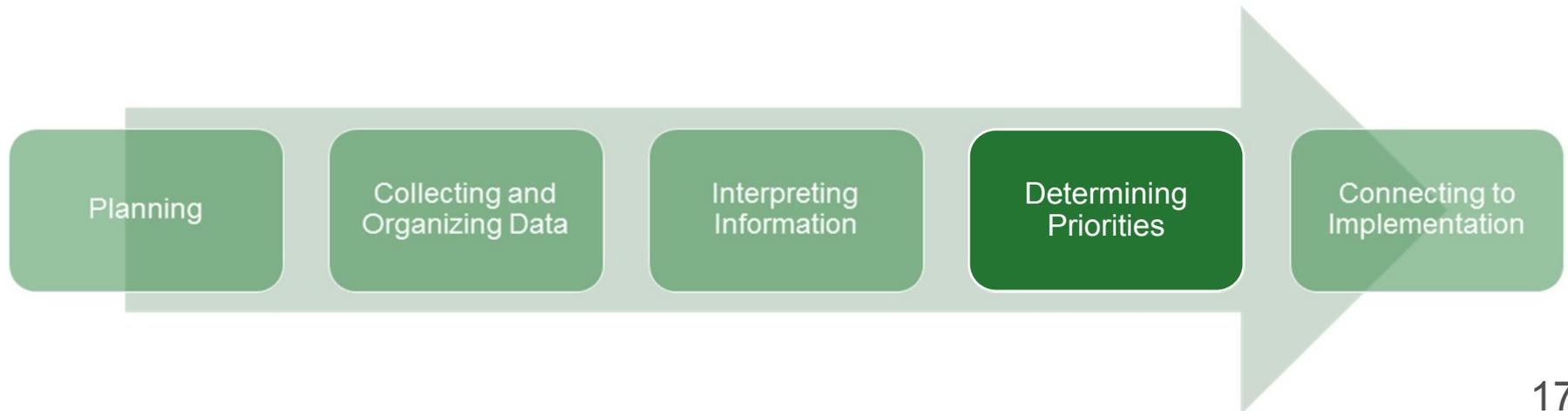
Interpreting Information

- Uncover what individual data sources say about guiding questions.
- Crystallize themes.
- Investigate areas of stakeholder disagreement and causes of disagreement.
- Articulate findings for stakeholders without casting blame.



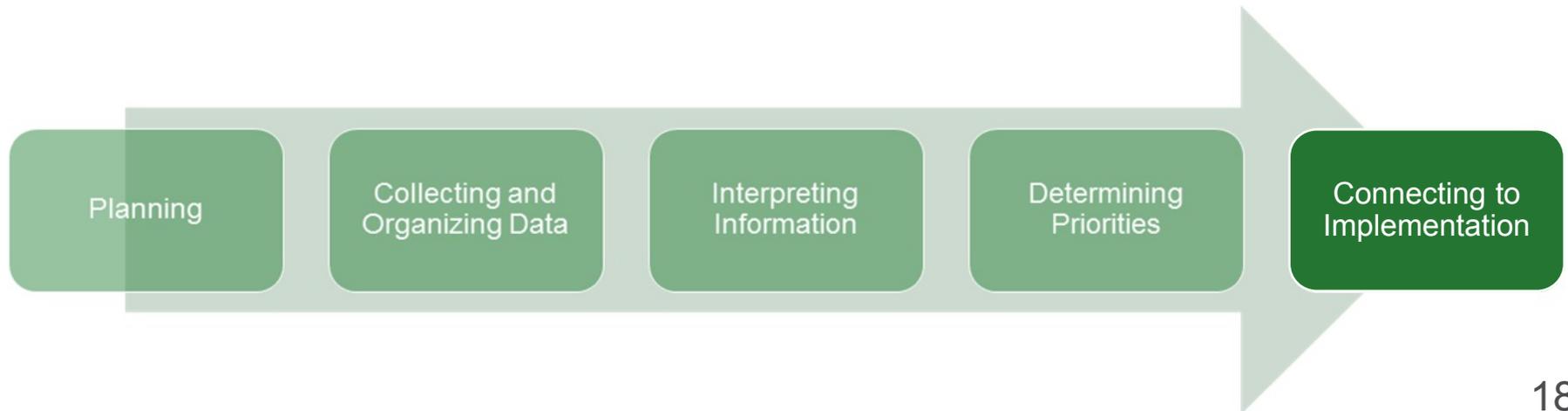
Determining Priorities

- Conclude what findings and themes will have the greatest impact (if addressed).
- Contemplate whether there are additional data that should be reviewed.



Connecting to Implementation

- Collect additional information about identified priorities.
- Investigate root causes of priorities.
- Use results to create meaningful, long-term change.
- Reflect on the progress of improvement efforts.



Implementation Path Activity



Brainstorming Milestones and Activities

1. WORK SILENTLY!
2. Generate activities or milestones on sticky notes—color coded by group.
3. Place sticky notes on path.

As a Large Group

1. STILL WORK SILENTLY!
2. Review milestones along the path.
3. Move sticky notes as necessary to improve accuracy.
4. Identify additional milestones and activities as needed to fill out.
5. Make notes and ask questions directly on paper with markers.



Reflect on Module and Next Steps

Implementation Map Reflection

- As you look at the completed map, what stands out to you?
- What questions does this raise for you?
- How does the implementation path you created affect your thinking about timelines?
- How have today's activities increased your understanding of the needs assessment?

Next Steps

Continue the work we started today:

- Assign a timeline to the implementation path.
- Capture the roles, responsibilities, and milestones articulated here.
- Make note of additional tasks, responsibilities, and/or questions that arise as you capture this work.

Next Steps: What Happens at the School Level?

How is a school community engaging in this work?

- Local data collection
- Stakeholder engagement – who, how, when?
- Data presentation
- Data analysis
- Collaborative identification of improvement needs
- Connecting to implementation

<https://statesupportnetwork.ed.gov/resources/needs-assessment-guidebook>

Module 5: Presentation

As a result of this module, participants will be able to do the following:

- Determine how the needs assessment materials will be formatted and disseminated.
- Describe how the needs assessment will be implemented.
- Draft a plan for supporting implementation.