

# Handout 3: Needs Assessment Components Development

## Defining Presentation Components

For each document or tool identified as part of the Presenting and Organizing Needs Assessment Decision Tool, reflect on the following questions. A small group of State or district leaders should complete the first page before the session. Each group receives a copy to complete during the session.

Document/tool name:

What is the purpose of this document/tool?

Who is the audience/user?

What information or resources are needed before interacting with this document?

What will be the outcome or result?

What is the organization/structure (what would/will be in the table of contents)?

## Defining the Sections

Consider the following questions for each section identified as part of the table of contents as listed on the previous page:

Section name:

What is the purpose of this section?

What information is conveyed?

How is that information conveyed?

Where does the information come from?

What is the outcome of the section?