

## Sample Needs Assessment Report Outline

1. Introduction
  - a. Statement of problem(s)
  - b. Expected objectives/outcomes
  - c. Mission statement of organization
  - d. Relevant history of organization or WAP network including issues already solved
  - e. Needs assessment process:
    1. Define the scope of the process
    2. Staff involved in assessment
    3. Document review
    4. Staff interviews
    5. Timeline
2. Discoveries
  - a. Problems
  - b. Strengths
  - c. Selected interviewee statements
3. Recommendations and action plan
  - a. Technical document and policy manual revisions
  - b. Improving quality assurance results
  - c. Training recommendations
  - d. Ways to enhance and sustain collaboration and morale
  - e. Job qualifications for hiring technical staff
  - f. Ongoing organizational culture examination
4. Details of plan implementation
  - a. Staff or team assigned to carry out plan
  - b. Timeline for action plan
  - c. Process for evaluation and improvement.
  - d. How to implement continuing improvement.
5. Resources used for assessment
  - a. Methodology used for assessment
  - b. Program documents examined
    1. Wx field guide
    2. Program and procedures manual
    3. Relevant DOE monitoring reports
    4. Relevant State monitoring reports
    5. Selected QCI reports
    6. Sample work order
  - c. Out-of-network resources
6. Appendices
  - a. Staff interview form
  - b. Anonymized data tables