

Needs Assessment

Define Objectives

Ex. Improve project success rate by identifying skill gaps.

Identify Stakeholders

Name	Role	Contribution

Collect and Analyze Data

Conduct a survey

Interview key stakeholders

Create a focus group

Benchmark organizational performance

Conduct a gap analysis

Audit current processes

Needs Assessment

Prosci®

Develop Your Plan

S

Strengths

W

Weaknesses

O

Opportunities

T

Threats

Needs Assessment

Prosci®

Implement the Plan

