Needs Analysis

Project Name

Analysis Information	
Stated Problem *What is the stated problem presented by your stakeholders and SMEs?*	
Goals *What specific goals / desired level of performance are your stakeholders and SMEs seeking to achieve?* *(e.g., increase accuracy, reduce errors, improve response time, build confidence, improve consistency across teams)*	
Target Learner Profile *Which learners are affected by this issue?* *(Include role, experience level, prior knowledge, and relevant constraints.)*	

Current Performance & Observations	
Current Performance *What is the current level of performance of your target learners?*	
Observations *What observations are you seeing that are affecting performance?* *(e.g., inconsistent task completion, frequent errors, confusion about process steps, reliance on informal guidance, low engagement)*	

Conclusions *What conclusions can you draw from your observations about why learners are or are not meeting the desired level of performance?*	
Root Cause *Based on the analysis above, what is the primary cause of the performance gap?* *(e.g., lack of knowledge, lack of skill, process confusion, tool/system barriers, motivation/incentive issues, environmental constraints)*	

Recommendations	
Non-Training *What non-training recommendations would you make and why?* *(e.g., revise workflow, create a job aid/checklist, improve system usability, clarify expectations, adjust incentives, improve communication processes)*	
Training *What training recommendations would you make and why?* *(e.g., full e-learning course, microlearning series, scenario-based simulation, guided practice module, instructor-led workshop, blended learning experience)*	
Recommended Intervention *Based on the analysis above, what is the recommended primary solution?*	

Success Criteria *How will success be measured if this intervention is implemented? (e.g., performance improvement, confidence gains, error reduction, completion metrics, observable behavior change)*	