Needs Assessment: Identify and Prioritize Needs

Step 1: Identify Needs Level

	What should be	What is
Level 1 (primary)		
Level 2 (secondary)		
Level 3 (tertiary)		

*Step 2: Identify the needs and prioritize the needs based on your needs prioritizing scores (See instrument **Needs Prioritizing Score Sheet**)*

Priority	**Needs**

Needs Prioritizing Score Sheet

Score	Factors	1	2	3	4	5
	The magnitude of discrepancies between current and target states	Very small discrepancy	Small discrepancy	Some discrepancy	Big discrepancy	Very big discrepancy
	The level that the needs is likely to affect the performance of the institution	Very low impact	Low impact	Some impact	High impact	Very high impact
	The consequences of ignoring the needs	Least critical	Less critical	Somewhat critical	Critical	Most critical
	The effect on other parts of the system or other needs if a specific need is or is not met	Very small effect	Small effect	Some effect	Big effect	Very big effect