

Report #1 - Analysis Document

As the first step of instructional design, you will complete an analysis of the learners, tasks, and context for instruction. You will also need to answer two very important questions – what is the need or problem? and is instruction the correct intervention? The purpose of the *Analysis Document* is to detail the specifications that will determine the design of your instruction.

Include cover sheet and a project title. Following the sections and numbering system provided in this sheet. Include page numbers.

I. General Description: describe the domain, training area, problems identified, purpose and goal for training (1/2 or 1 page).

Using front-end analysis for the following:

1. Performance Analysis
 - Identify problems. Include methods you use (e.g., interview, survey, observation) to identify the problems.
2. Needs Assessment. Include methods you use (e.g., interview, survey, observation) to identify the needs.
 - Define the level of needs (use the following table to define the level of needs)

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

- Prioritize the needs (use the following table to prioritize the needs)

Priority	Needs

- Needs Prioritizing Score Sheet (use this score sheet to complete the needs prioritization above)

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

3. Define Goal

- Goal analysis (5 steps of goal analysis)
- Diagram documenting the steps of how to accomplish the goal
- Task Analysis

4. Learner Analysis (use the following table to provide information on learner characteristics)

	Information Categories	Learner Characteristics
1	Entry behaviors	
2	Prior knowledge of topic area	
3	Attitudes toward content	

4	Attitudes and skills regarding potential delivery system	
5	Motivation for instruction	
6	Educational and ability levels	
7	General learning preferences	
8	Attitudes toward training organization	
9	General group characteristics	

5. Learning Context (use the following table to provide information on learning context)

	Information Categories	Learning Site Characteristics
1	Number/nature of sites	
2	Site compatibility with instructional needs	
3	Site compatibility with learner needs	
4	Feasibility for simulating workplace	

II. Conclusion: provide a conclusion based on your first stage design. Discuss how the current analyses will feed into next stage design such as defining objectives, developing activities, and designing assessments for project evaluation (1/2 or 1 page).