

PLANNING PROJECT NEEDS ASSESSMENT WORKSHEET

Think of this template as a very basic tool to help you brainstorm, identify key ideas, and to form a basis for fleshing out a more detailed plan. It is your first step toward developing a highly detailed grant proposal.

1. What is the problem? Who is affected, where, what is the issue, and why is it an issue?

2. What is the solution? You can frame your answer by describing your proposed project.

3. Do you have the data? Can you justify need, or is additional research required?

4. What is in the way? What are the obstacles preventing you from implementing the solution? (Obstacles can be related to capacity, financial resources, sustainability, lack of technical knowledge, etc.)

5. What information is lacking? What information do you need in order to fully flesh out a plan? What are your “unanswered questions” related to your project that might require the input of experts/model agencies, etc.?