**Needs Assessment**

|  |  |
| --- | --- |
| **Statement of Purpose** | **Need of Creating this Technical Document:** |
|  | |
| **Situation** | **Who is the Audience? Internal or External**  **How large is the Audience**  **What is their expertise related to e subject matter. Their technical skills?**  **Is the audience likely to be resistant?**  **Will the audience require special equipment or software to receive this message?** |
|  | |
| **Goals of Communication** | **What results do you expect the technical communication to deliver?**  **What new skills, actions or behaviors are you trying to elicit the audience?** |

***Needs Assessment Template***

|  |  |
| --- | --- |
|  | **What other changes should the technical communication bring about?**  **How might these changes be measured?** |
|  | |
| **Requirements** | **Are there any special requirements for technical communication?**  **What type of medium would be most suitable?**  (paper, screen, web based etc) |
|  | |
| **Scope:** | **Would the project be best served with one document of a collection of related documents?** |
|  | |
| **Topics:** | **List the topics that you would like to be covered:** |
|  | |
| **Audience Prerequisites:** | **What are the required prerequisites for the audience?** |