***Needs Assessment Template***

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|  | **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?** |