Needs Assessment Questionnaire (Template)

Title:
(Insert the title of your project's needs assessment. Example: "Needs Assessment for the Development of a Library Management System")

Purpose:
(Briefly explain why you are conducting the needs assessment. Example: "This questionnaire aims to determine the current challenges, requirements, and desired features for a proposed system to improve ISO-IEC 25010")

Instructions:
Please read each statement carefully and mark the rating that best represents your level of agreement. Use the scale below:

Scale:
5 – Highly Acceptable
4 – Moderately Acceptable
3 – Neutral
2 – Moderately Unacceptable
1 – Highly Unacceptable

Part A: Respondent Profile
(This section captures background information about the respondents. Adjust the fields depending on your target group.)

_____ *Name (Optional)*

Role: ☐ (Administator)☐ (Faculty)

Years of experience in the field: _____

Number of units/projects/branches managed: _____

Part B: Current Practices
(Identify how things are currently being done in the target area of your project. This will help you understand existing workflows.)

No.	Statement	5	4	3	2	1
1	The current method of *the attendance system* is efficient.	☐	☐	☐	☐	☐

2	The *reporting/documentation* process used is clear and easy to follow.	☐	☐	☐	☐	☐
3	The response time to *issues/requests* is acceptable.	☐	☐	☐	☐	☐
4	Records and updates are accurate and maintained regularly.	☐	☐	☐	☐	☐

Part C: Problems Encountered

(Highlight challenges faced by users in current practices. Helps define the pain points your project should solve.)

No.	Statement	5	4	3	2	1
5	There are delays in addressing *requests/issues.*	☐	☐	☐	☐	☐
6	*Reports/status* updates are often incomplete or unclear.	☐	☐	☐	☐	☐
7	Communication between stakeholders is sometimes inefficient.	☐	☐	☐	☐	☐

Part D: Desired Features

(List the functions/features users expect or wish to have in the new system/project.)

No.	Statement	5	4	3	2	1
8	The system should allow real-time status updates.	☐	☐	☐	☐	☐
9	The system should track history of activities/transactions.	☐	☐	☐	☐	☐
10	The system should allow uploading of supporting documents/photos.	☐	☐	☐	☐	☐
11	The system should generate printable and downloadable reports.	☐	☐	☐	☐	☐

| 12 | The system should be accessible via mobile or remote devices.

or

"The accessibility of the system via mobile devices is acceptable." | ☐ | ☐ | ☐ | ☐ | ☐ |

Part E: Security and Access

(Covers privacy, permissions, and data protection aspects relevant to your project.)

No.	Statement	5	4	3	2	1
13	Only authorized personnel should be able to update records.	☐	☐	☐	☐	☐
14	Data privacy and security are important considerations.	☐	☐	☐	☐	☐

Part F: Open-ended Questions

(These allow respondents to give qualitative feedback, which may reveal needs not captured in the rating scale.)

1. What specific features would you like to see in the Automated Face Recognition/project?

2. What challenges do you currently face in the current process or setup?

Text in **Black** are the sections
Text in Red are guides
Text in Green could be adopted or could be modified accordingly to match with specific project.