# TNA Project Checklist

Use this checklist to ensure a complete and compliant Training Needs Analysis (TNA) process.

1. Request Analysis

[ ] Clarify the reason for the training request

[ ] Identify performance issues and urgency

[ ] Define expected outcomes

[ ] Identify stakeholders and SMEs

[ ] Confirm available resources and constraints

2. Data Collection Planning

[ ] Select appropriate data collection methods (surveys, interviews, observations, etc.)

[ ] Define data sources and timeline

[ ] Ensure accessibility and inclusivity

[ ] Assign responsibilities for data gathering

3. Conducting the Analysis

[ ] Collect and organize qualitative and quantitative data

[ ] Perform gap analysis and root cause analysis

[ ] Benchmark practices if applicable

[ ] Summarize findings with supporting evidence

4. Developing Recommendations

[ ] Align training solutions with organizational goals

[ ] Propose blended learning strategies as needed

[ ] Consider constraints (budget, time, workforce)

[ ] Include accommodations and accessibility considerations

5. Report and Presentation

[ ] Draft final TNA report with executive summary

[ ] Structure report using standardized format

[ ] Share findings with stakeholders

[ ] Revise based on feedback and finalize

6. Evaluation and Follow-Up

[ ] Define success metrics (KPIs)

[ ] Establish post-training evaluation plan

[ ] Document lessons learned

[ ] Archive materials for future reference