

# Needs Analysis Report Template

<b>Project Title</b>	<i>Insert the name of the project or training initiative.</i>
<b>Client / Organization</b>	<i>Insert company or department name.</i>
<b>Prepared By</b>	<i>Your name or team name.</i>
<b>Date</b>	<i>Date of submission.</i>

## 1. Business Problem or Opportunity

<b>Description</b>
<i>What is the issue or opportunity prompting this project?</i>

## 2. Target Audience Profile

<i>Attribute</i>	<i>Description</i>
<i>Job Role(s)</i>	Who are the learners?
<i>Location</i>	Office, remote, hybrid, global?
<i>Prior Knowledge</i>	Experience level with subject matter.
<i>Digital Literacy</i>	Familiarity with tech/tools.
<i>Learning Preferences</i>	Visual, auditory, kinesthetic, etc.

## 3. Data Collection Methods

<i>Method</i>	<i>Summary of Insights</i>
<i>Stakeholder Interviews</i>	Main themes from managers or SMEs.
<i>Learner Surveys</i>	Trends or complaints from learners.
<i>Document Review</i>	Manuals, SOPs, past training reviewed.
<i>Observations / Audits</i>	Notes from job shadowing or observations.
<i>LMS Analytics</i>	Performance/completion data.

#### 4. Current vs. Desired State

<i>Performance Area</i>	<i>Current State</i>	<i>Desired State</i>	<i>Gap / Risk</i>
<i>e.g., onboarding duration</i>	3+ hours with SME	1 hour self-paced	Too time-consuming
<i>e.g., compliance</i>	Inconsistent	100% aligned	Compliance risk

#### 5. Root Cause Summary

<i>Observed Challenge</i>	<i>Root Cause</i>
<i>Low retention</i>	Content too technical
<i>SME overwhelmed</i>	No scalable format

#### 6. Learning Need Statement

<b>Statement</b>
<i>Learners need to...</i>

#### 7. Recommendations

<i>Recommendation</i>	<i>Rationale</i>
<i>Develop e-learning module</i>	Ensures consistency
<i>Include simulations</i>	Improves application
<i>Deploy via LMS</i>	Allows monitoring

#### 8. Supporting Appendices

<i>Document Name</i>	<i>Description</i>
<i>Interview Summary</i>	Key SME insights
<i>Survey Results</i>	Graphs or qualitative feedback
<i>Process Maps</i>	Task flows or current procedures