

## TRAINING FOR IMPACT NEEDS ANALYSIS

PROJECT LEADER: \_\_\_\_\_ START DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

LEARNING CONSULTANT: \_\_\_\_\_

PROJECTED COMPLETION: \_\_\_\_\_ ACTUAL COMPLETION: \_\_\_\_\_

Who is the Client? Facility?	Who is the target audience?
<b>Organization:</b>	
Identify how and which <u>business strategies</u> will be impacted. <b>Examples:</b> (Financial: Profitability, cost efficiencies)  (Customer: On-time delivery, satisfied customers)  (Process: Orientation, lead times, technology)	<b>Financial:</b>  <b>Customer:</b>  <b>Process:</b>
Who are the stakeholders/owners of the project?	
Is the project related to a <i>performance concern</i> ?	
Budget concerns?	

**TRAINING FOR IMPACT NEEDS ANALYSIS (CONT'D)**

PROJECT: \_\_\_\_\_

<b>What is the desired outcome of the project?</b>	
For members of the target population? <b>Examples:</b> (Financial: Profitability, cost efficiencies)  (Customer: On-time delivery, satisfied customers)  (Process: Orientation, lead times, technology)	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For management or influencers of the target population?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For stakeholders?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For customers?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>

**TRAINING FOR IMPACT NEEDS ANALYSIS (CONT'D)**

PROJECT: \_\_\_\_\_

<b>How is the current situation different from the desired outcome?</b>	
For members of the target population? <b>Examples:</b> (Financial: Profitability, cost efficiencies)  (Customer: On-time delivery, satisfied customers)  (Process: Orientation, lead times, technology)	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For management or influencers of the target population?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For stakeholders?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For customers?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>

**TRAINING FOR IMPACT NEEDS ANALYSIS (CONT'D)**

PROJECT: \_\_\_\_\_

<b>How will the outcome be evaluated?</b>	
For members of the target population? <b>Examples:</b> (Financial: Profitability, cost efficiencies)  (Customer: On-time delivery, satisfied customers)  (Process: Orientation, lead times, technology)	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For management or influencers of the target population?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For stakeholders?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
For customers?	<b>Financial:</b>
	<b>Customer:</b>
	<b>Process:</b>
<b>Implementation:</b>	
What will be done to meet the needs of this project?	
<b>Resources (logistical or people):</b>	
Can it be addressed with available resources?	
What obstacles/constraints might affect the project?	