Needs Analysis Process Map

Step 1 Statement of needs

Informs industry engagement and market approaches

Actions

Develop a high-level statement of needs

Find out who will be impacted by the

Verify and endorse statement of needs

Step 2 Scope the needs analysis

Informs future activities or policies

Explores whether stakeholder needs are being met

Actions

Scope realistic steps for the needs

Decide the scale of the needs nalysis e.g. trial or pilot, small-scale, sector/cohort specific, regional,

Step 3 Assessment criteria

Actions

Develop evaluation weightings

Step 4 Plan for data collection

Actions

Identify data needed e.g.
•qualitative/quantitative
•mixed methods

Decide who will collect and analyse the data

Step 5 Collect, analyse and present data

Demonstrates how the proposed procurement support the objectives

Confirms demand for the goods or

Actions

participate in data analysis

Identify and group similar needs

Identify industry engagement approaches to meet needs

Evaluate the data

decision makers and key stakeholders

Step 6 Apply criteria and prioritise needs

ntifies if further exploration of the need is required

Actions

Determine decision-making process For eaxample: •rating/ranking strategy

Use the criteria from Step 3 to assess and prioritise need (based on data

Step 7 Identify next steps and report back

Helps to select the most appropriate goods or services to address the issue or need

Actions

•risk and protective factors

•consequences and causes of the

Report results back to end-users, industry & stakeholders

Communicate how analysis will

