2

COMMUNITY NEEDS ASSESSMENT

Review Checklist

➤ Go to Community Needs Assessment Handbook, Review Summary Checklist of Activities

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Decide if You Have the Skills/Resources to Carry Out Work

YES   **NO**

Refer to Handbook for Options

➤ Set Reasonable Timelines Against the Checklist of Activities

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Set Up Activities

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Design and Carry Out Your Needs Assessment

➤ Select/Develop Tools
➤ Select Methods
➤ Organize and Carry Out Assessments

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Analyze the Information You Have Collected

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Prepare Your Needs Assessment Report

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Review Results with Community Leadership

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Hold Community Meeting

➤ Share Results
➤ Review and Revise Needs Assessment Report Based on Input and Feedback