

Problem Framing Worksheet: Needs Framework & Context

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Instructions: Use this worksheet to help you address the four essential elements of a successful needs assessment as described on pp. 5-7 in the Cuiccio & Husby-Slater (2018) AIR Needs Assessment Guidebook. This worksheet will push you to think about the gap between current performance, capture the voices of involved stakeholders, and consider key aspects of your local context, and identify data sources to support all of these elements.

Before starting, click File>Make a Copy, save this GoogleDoc to your own GoogleDrive, and work with your team to complete each step. Elect a leader to facilitate the discussion and at least two people to document the ideas. During and after discussion, write answers as concisely (i.e., in as few words) as possible.

NOTE that the very last page contains a “Parking Lot” – jot down ideas here that are important, but perhaps not immediately relevant to the focus of the work or meeting.

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### Section 1: GAP Statement

Desired Performance:

Existing Data Sources Needed to Confirm That Desired Performance is Not Met

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Current Performance:

Existing Data Sources Needed to Document the Problem:

Reflections/Notes:

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Section 2: Stakeholders and Context

Brief Descriptions (Use bulleted lists AND cite the data sources that would inform your statements)

Stakeholders (Who are the people involved with/affected by/in charge of the problem)?	
Who is most closely involved with the problem?	
Who is most affected by the problem?	
Who “owns” responsibility for implementing solutions?	
What data sources might come from the different groups of stakeholders involved?	
Other questions, thoughts, or concerns related to stakeholders	
Context (Where is this problem happening?)	
What are some simple words/statements that describe the context?	
What types of supports and barriers exist in the context?	
What materials and tools are present in the context?	

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What are the data sources that would help you understand the nature of the context?	
Other questions, thoughts, or concerns related to context	

Section 3: Target Audience(s) - Full description of learner experiences and needs related to the gap in performance

Detailed Descriptions (Expand your descriptions with details AND cite the data sources that would inform them)

Stakeholders	Description of Needs and Experiences
Most closely involved:	
Most affected:	
Owner of the issue (who has responsibility to address the problem):	
What data sources might come from your target audience to help illuminate or document the gap in performance?	

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Section 4: Next Steps & Meeting Dates

Next Meetings:

-Sub-team:

-Full team:

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Parking Lot - Use this section to place ideas/reflections that are important overall, but not essential for the current strategy work.