**Needs Assessment**

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| --- | --- | --- | --- | --- |
| **Request Name** | |  | | |
| **Author** |  | | **Date** |  |

**This document helps to make informed investment decisions for the organization and ensure that all aspects of a proposed solution are analyzed. Needs assessment activities are performed to assess current capabilities of the organization to determine a set of viable solution options, any one of which, if pursued, would help address the true business need(s).**

**Problem or Opportunity Statement(s)**

Provide reasoning for implementing this request.

[INSERT STATEMENT HERE]

**Current State**

Provide a description of the current state that contribute to the problem or opportunity described above. Along with a description of the current state, include any visuals that may help to support findings, such as current process workflows or use cases diagrams.

[INSERT DESCRIPTION OF CURRENT STATE HERE]

[INSERT VISUALS HERE]

**Future State**

Provide a description of the desired future state, which would address the problem or opportunity described above. Include details of gaps in existing capabilities and what changes are necessary or required to attain a desired future state.

[INSERT DESCRIPTION OF FUTURE STATE HERE]

[INSERT VISUALS HERE]

**Business Needs**

Provide a list of the business goals or objectives which need to be achieved in the desired future state. Ideally, aim to phrase the business needs as SMART Objectives (i.e., Specific, Measurable, Attainable, Realistic and Time-bound).

1. [LIST BUSINESS NEED 1 HERE]
2. [LIST BUSINESS NEED 2 HERE]

**Viable Options**

List viable options to attain the desired future state and meet the business needs described above.

1. [INSERT DESCRIPTION OF VIABLE OPTION A HERE]
2. [INSERT DESCRIPTION OF VIABLE OPTION B HERE]
3. [INSERT DESCRIPTION OF VIABLE OPTION C HERE]

**Recommendation**

After analysis of the business needs and comparing the viable options listed above, what is the best possible approach for the organization to pursue? Provide supporting statements, as needed.

[INSERT RECOMMENDATION STATEMENT HERE]