

CHECKLIST NEEDS ANALYSIS

1. Have the needs been clearly stated?
2. Have both direct and indirect needs been considered?
3. Have latent (pending, hidden) needs been considered?
4. Are the needs also stated in numerical (quantitative) terms?
5. Are the needs also stated in economic terms wherever possible?
6. Have the context of the needs been evaluated and needs modified if necessary?
7. Have the time factors perhaps affecting the needs been evaluated and needs modified if necessary?
8. Are any of the needs temporary? Define why?
9. Would a subsequent event (e.g. a rain storm) alter a temporary need? Expand the need for this event.
10. Would a subsequent event alter a permanent need? Expand the need from this event.
11. Would any need not attended to lead to a problem outcome? Expand the problem.
12. Would any latent need not attended to possibly lead to a problem outcome? Expand the problem.
13. Could any need be termed a **dire** need?
14. What are the time factors to resolution of the **dire** need?
15. Check the final list and details to ensure wishes and desires are excluded. Superfluous needs should be excluded.

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