**Project Needs Assessment Template**



To help you write down your project needs, Appvizer provides a template.

Now it’s your turn to complete it with the details of your project!

For more information: <https://www.appvizer.co.uk/magazine/operations/project-management/project-needs>

# What the needs analysisshould contain

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## 1 - The goal

Expressing project needs allows you to evaluate:

* the workload,
* what human, technical and material resources will be required,
* the time it will take to complete the project,
* the budget you will need to allocate to the project.

It also enables you to:

* understand
	+ the expectations of the client, the stakeholders and the end-users,
	+ the objectives and the purpose of the project;
* study the technical and financial feasibility of the project before defining a more precise **project scope**,
* build the basis for [project governance](https://www.appvizer.co.uk/magazine/operations/project-portfolio/project-governance), including the roles and responsibilities of each stakeholder.

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## 2 - Project details

* Name of the project:
* Context:
	+ Main goal:
	+ Problem to solve:
	+ Expected benefits:
	+ Agenda, delivery date:
* Project scope:
* Client / end-users:
* Strengths:
* Opportunities:
* Weaknesses:
* Threats:

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## 3 - Project governance

* Client / Project sponsor:
* Project team:

You may use the [RACI matrix](https://www.appvizer.co.uk/magazine/operations/project-management/responsibility-matrix) to help you assign roles, including:

* Responsible:
* Accountable:
* Consulted:
* Informed:

## 4 - Impact assessment

* On and between the products:
* On the various internal departments:
* On the partners and customers of the organisation:
* On communication strategies:
* On support structures:

## 5 - Key Performance Indicators (KPIs)

* Accounting / Financial :
* Marketing:
* Sales:
* Communication:
* Support / Customer service:

## 6 - Appendix

* Supporting documents and websites
* Glossary

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| Remarks * Use this template according to your own needs
* Be comprehensive but concise
* Share this document with all the stakeholders
* Check its content with the project sponsor
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