

Conducting a Comprehensive Needs Assessment - A Management Plan

PART 1: Data Sources Matrix									
Focus Areas <small>(Indicate the priority of each focus area are in parentheses.)</small>	Sources of Information and Methods of Data Collection								
	Self Assessment	Observations	Interviews and/or Surveys	School Records	Group Discussions	Evaluation/ Data Reports	Student Work	Other Information	Other Information
Achievement									
Student Achievement									
Curriculum & Instruction									
High Quality Professional Staff									
Family and Community									
Involvement									
School Context and Organization									

Notes:

PART 2: Data Collection and Analysis Plan					
Priority "Focus Areas" for Data Collection	Key Questions	Data Collection Methods	Names of Instruments (Circle those that need to be developed)	Data Collection Subcommittee (Chair/Co-Chair)	Time Lines
Focus Area #1					
Focus Area #2					
Focus Area #3					

Notes:

Source:

An Idea Book on Planning, Vol. I, Implementing Schoolwide Programs, U.S. Department of Education, Pgs. 100-102