**Needs Assessment**

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| **Statement of Purpose** | **Need of Creating this Technical Document:** |
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| **Situation** | **Who is the Audience? Internal or External****How large is the Audience****What is their expertise related to e subject matter. Their technical skills?****Is the audience likely to be resistant?****Will the audience require special equipment or software to receive this message?** |
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| **Goals of Communication** | **What results do you expect the technical communication to deliver?****What new skills, actions or behaviors are you trying to elicit the audience?** |

***Needs Assessment Template***

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|  | **What other changes should the technical communication bring about?****How might these changes be measured?** |
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| **Requirements** | **Are there any special requirements for technical communication?****What type of medium would be most suitable?**(paper, screen, web based etc) |
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| **Scope:** | **Would the project be best served with one document of a collection of related documents?** |
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| **Topics:** | **List the topics that you would like to be covered:**1.
2.
3.
4.
5.
6.
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| **Audience Prerequisites:** | **What are the required prerequisites for the audience?** |