

# Tool 7: Needs Assessment Management Plan

**Purpose:** To help you develop an action plan for organizing your needs assessment activities.

**Materials:** Pens and several copies of the plan for all participants.

- Directions:**
1. Write in an area of focus (results from Tool 5) for your comprehensive school reform.
  2. For each element, develop at least two guiding questions (use Tool 6 to help you).
  3. Decide how, when and by whom the data will be collected, analyzed, summarized and presented.
  4. Include how you will involve stakeholders in the process of data collection and analysis.

**Area Of Focus:**

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## Element: Student Demographics and Achievement

**Student Demographics**

	<i>Guiding Questions</i> 1. 2.
	<i>Data Collection:</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Analysis</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Summary and Presentation</i> Who Is Responsible: To Whom: Sources & Methods: Completion Date:

**Student Achievement**

	<i>Guiding Questions</i> 1. 2.
	<i>Data Collection</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Analysis</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Summary and Presentation</i> Who Is Responsible: To Whom: Sources & Methods: Completion Date:

**Element: Classroom Processes and Support**

<b>Curriculum and Instruction</b>	<i>Guiding Questions</i> 1. 2.
	<i>Data Collection</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Analysis</i> Who Is Responsible: How Completion Date:
	<i>Data Summary and Presentation</i> Who Is Responsible: To Whom: Sources & Methods: Completion Date:

<b>Assessment</b>	<i>Guiding Questions</i> 1. 2.
	<i>Data Collection</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Analysis</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Summary and Presentation</i> Who Is Responsible: To Whom: Sources & Methods: Completion Date:

**Element: Classroom Processes and Support**

<b>Professional Development</b>	<i>Guiding Questions</i> 1. 2.
	<i>Data Collection</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Analysis</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Summary and Presentation</i> Who Is Responsible: To Whom: Sources & Methods: Completion Date:
<b>Classroom Management</b>	<i>Guiding Questions</i> 1. 2.
	<i>Data Collection</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Analysis</i> Who Is Responsible: Sources & Methods: Completion Date:
	<i>Data Summary and Presentation</i> Who Is Responsible: To Whom: Sources & Methods: Completion Date:

**Element: School Management and Resources**

**School  
Management**

<p><i>Guiding Questions</i></p> <p>1. 2.</p>
<p><i>Data Collection</i></p> <p>Who Is Responsible: Sources &amp; Methods: Completion Date:</p>
<p><i>Data Analysis</i></p> <p>Who Is Responsible: Sources &amp; Methods: Completion Date:</p>
<p><i>Data Summary and Presentation</i></p> <p>Who Is Responsible: To Whom: Sources &amp; Methods: Completion Date:</p>

**Family and Community  
Involvement**

<p><i>Guiding Questions</i></p> <p>1. 2.</p>
<p><i>Data Collection</i></p> <p>Who Is Responsible: Sources &amp; Methods: Completion Date:</p>
<p><i>Data Analysis</i></p> <p>Who Is Responsible: Sources &amp; Methods: Completion Date:</p>
<p><i>Data Summary and Presentation</i></p> <p>Who Is Responsible: To Whom: Sources &amp; Methods: Completion Date:</p>

**Element: School Management and Resources**

**Technology**

<p><i>Guiding Questions</i></p> <p>1.</p> <p>2.</p>
<p><i>Data Collection</i></p> <p>Who Is Responsible:</p> <p>Sources &amp; Methods:</p> <p>Completion Date:</p>
<p><i>Data Analysis</i></p> <p>Who Is Responsible:</p> <p>Sources &amp; Methods:</p> <p>Completion Date:</p>
<p><i>Data Summary And Presentation</i></p> <p>Who Is Responsible:</p> <p>To Whom:</p> <p>Sources &amp; Methods:</p> <p>Completion Date:</p>