

6 Project Charter Planning Document Needs Assessment

Statement of Purpose: What is the compelling need for this project? What are the objectives and motivation for this potential project?	What is the need described by the stakeholder or identified by the team?
Stakeholder	Who will use the product?
	Who will benefit from the product?
	Who are secondary stakeholders?
Stakeholders Basic Requirements	What if any project or program requirements were given to you by the stakeholder for this project? Where there any special considerations that need to be address to fulfill the needs of your stakeholders?
Community Partner	Who are Community leaders who will be actively
	Identify experts in your community who have expertise in the field you will need to give you guidance with this project.

Community Profile-	Demographics of the Community
	What is the Culture of your community?
	Are there predominate political or social considerations for this community?
	Describe the geographic area and how that impacts the project.
	What is the Social Context of your community?
	Are there any Socio Economic factors that should be addressed?
Identified Existing Projects or Programs-	Identify existing programs in the community that might meet the needs of the stakeholders.
	Are the programs in place efficient? If not, describe the needs that are not realized.
Duration: What is the timeframe for the project?	How long will the team work on the project?
Outcomes and or deliverables: What are you hoping to accomplish with this project, this would include addressing the goals and any constraints that you have identified.	What are the immediate expectations for the project? What are the long-range expectations for the project?