Need analysis questionnaire to understand the requirements of the client or project which is done at the proposal stage.

Please note: All the answers mentioned below are sample answers and each answer will depend on individual client, case or project basis which will be mutually agreed at the proposal stage.

a.) What is the need we are addressing?
(Performance Needs)To train the trainer or spread awareness about company or courses, and instill a feeling of pride, that they are working in a world class company which not only take care of it employees but also their loved ones.

b.) **Who are the end users?**
(Audience Analysis) Employees of the organization working at any level of the organization.

c.) How should the environment of learning be?
(Metaphor Analysis) The learning would be thru animated characters that would take them thru complete course. Supported do it yourself exercise will be there to test the learning's. Help booklet can also be provided.

d.) What is the need that will trigger use of program?
(Context Analysis) To achieve a sense of belongings in the company and the pride of working for a world class company would make the user go thru the program.

e.) Which is a similar system one should benchmark against?
(Benchmark) Benchmark can be discussed in the kick off meeting.

f.) What is the cause for such an intervention?
(Casual Factors) There is a need to spread the culture of self learning and instill a feeling of pride in the employees that they are working in a world class company.
E learning has proved to be a cost effective way of reaching out in the industry.

g.) What is the performance GAP at present?
(GAP analysis) To create a computer orientation process and to certify the trainees in a uniform manner using the advantages of e learning.

i.) What are the tasks that the system would do?
(Task Analysis) To spread awareness about the company, products and procedures of the company and help employees to be more techno-friendly.

j.) How will the users be motivated to learn?

(Motivational Analysis) The content of the course is self motivating as it is in line with the techno knowledge required for employee to excel. Interactions would also take care of the motivations to go through the courses.

k.) What are the organization factors and changes?

(Environment & Organization Analysis) This would be part of organization strategy and the need to make learning process a world class experience for the employees.

l.) Who has what copyright?

(Copyright & Security Issues) The copyright of the content shall be with Client. However the application program code copyright shall be with Enhance.

m.) How is the business manager's needs met?

(Business Managers Requirement): To make a cost effective way for learners to learn. There is a need for making the learning process as unique and wonderful an experience as the company itself.

n.) How can we use this code again and again?

(Reusability Analysis): The code shall be database oriented and shall be prepared that if we need it for another product or a part it shall be accommodated with minimum effort.

o.) Who all are needed from the Clients?

(Facilitator Analysis) The content expert and facilitator shall be from Client. Coordinator/Facilitator will act as a one point source for co-ordination between Client and Enhance. A review team would be put in place for the final review.

p.) What is the delivery platform?

(Delivery platform) The minimum configuration for running the application is a Pentium II, 64 MB RAM and multimedia kit.

q.) In what language is the code written

(Authoring Tool) Media would be in Flash and Photoshop.

r.) How long will the program be of?

(Project Milestones) The project is expected to be over in 6 - 8 weeks.

s.) How do we know we succeeded?

(Qualitative Evaluation Model) The project shall be evaluated internally by the project coordinator / content expert at script and storyboard stage and by the sample audience at prototype and Beta stage

t.) How do we ensure usage?

(Adoption Strategy & Learner Support) The Course content & latent need of the learner to get trained with current techno world would take care of the adoption.

u.) What are the reports and when are they to be decided?

(Training Reports) To be decided at kickoff.

v.) What is the parallel run support we will give?

(Implementation Support) One week of implementation, support, and training.

w.) What are the course variables required from the Client?

(Branding Analysis) Information regarding the browser to be opened on, operating system used, resolution of the screen, Clients corporate font & colour and Security features for the application required from the Client.