

# DATA ANALYSIS REPORT

Just as it is important to conduct a good needs assessment, it is also essential to report the findings in a clear, concise manner that decision-makers can understand and use. The "Analysis Report Template" tool lists the major topics that should be included in a needs assessment or task analysis report. The formality of the report will depend upon the size and scope of the project and the nature of your relationship with the client. It is easy to get so caught up in the analysis phase of a project that there may not be enough time for the equally important design, production, and evaluation phases. On the other hand, the clearer and more accurate your analysis, the more likely it is that your project will be focused on the real needs of the client and thereby be successful.

## **Instructions**

1. The "Analysis Report Template" tool will help you prepare a clear, readable, and concise presentation of the results of your analysis activities.
2. Each of the components in the report should be addressed.
3. It is a good idea to have the report reviewed by all internal team members before presenting it to your client.

## **Analysis Report**

**Executive:** This section presents an overview of the analysis findings in a format that allows decision makers to make important decisions effectively and efficiently

**Introduction:** This section introduces the major sections of the report as well as the primary people involved in conducting the analysis and producing the report. The client is also clearly identified.

**Background:** This section describes any information which is needed to provide the reader with an understanding of the background for the analysis, e.g., who initiated it and why.

**Purposes:** This section describes the purpose(s) of the analysis. For example, a needs assessment might be done to detect training or education needs that aren't being met by existing programs. Or a needs assessment might be done to confirm the existence of needs or clarify the nature of needs that others have perceived. A job or

# Examples Of Analytical Report

**Chao Zhang**



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