Needs analysis chart (What needs to be done in the project = goal, what do the people involved need = stakeholders, what do we need to do it = resources-cost, time,people,knowledge)

| **Section** | **Question/Prompt** | **Response** |
| --- | --- | --- |
| **1. Project Context** |  |  |
| **Project Purpose** | What is the primary goal of your project? |  |
| **Key Stakeholders** | Who are the main stakeholders? (List them) |  |
| **Project Constraints** | What are the time, budget, and resource constraints? |  |
| **2. Stakeholder Needs** |  |  |
| **Stakeholder** | Who is the stakeholder? |  |
| **Needs/Expectations** | What are the needs and expectations of this stakeholder? |  |
| **Impact on Project** | How will these needs influence the project? |  |
| **3. Project Requirements** |  |  |
| **Requirement** | What is the requirement? (SMART format) |  |
| **Category** | Is it a functional or non-functional requirement? |  |
| **Priority** | Prioritize: Must have, Should have, Could have, Won’t have |  |
| **4. Project Scope** |  |  |
| **Objectives** | What are the project objectives? |  |
| **Deliverables** | What specific outputs or products will the project produce? |  |
| **Scope Boundaries** | What is included and excluded from the project scope? |  |
| **5. Risk Analysis** |  |  |
| **Risk** | What is the potential risk? |  |
| **Impact** | What is the potential impact on the project? |  |
| **Mitigation Strategy** | How will you mitigate this risk? |  |
| **6. Assumptions** |  |  |
| **Key Assumptions** | What assumptions are you making? |  |
| **Impact if Incorrect** | What happens if the assumption is wrong? |  |