



Checklist 1: Needs Assessment Checklist

Project Name: _____ Date: _____

		Yes	No
1	Determine what the end-goals of your project are and the different objectives you would like to complete	<input type="checkbox"/>	<input type="checkbox"/>
2	Determine the various tasks that need to be fulfilled for achieving said goals or objectives	<input type="checkbox"/>	<input type="checkbox"/>
3	Divide each task into different categories that pertain to the field or industry that the task is related to	<input type="checkbox"/>	<input type="checkbox"/>
4	Focus on each task individually and decide whether or not you will need to outsource work	<input type="checkbox"/>	<input type="checkbox"/>
5	Decide the skills you require from a particular outsourcer or freelancer	<input type="checkbox"/>	<input type="checkbox"/>
6	Determine the experience you will expect from the freelancer or outsourcer	<input type="checkbox"/>	<input type="checkbox"/>
7	Discuss and establish a prospective time-frame with the freelancer and set milestones to better track progress	<input type="checkbox"/>	<input type="checkbox"/>

While there can be a general understanding of how one is to assess needs for a particular project, every field has different requirements, and so it is pertinent to understand how to conduct a needs assessment for outsourcers from various fields.

Notes



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Programmers

- 1 Establish the exact details of your task and understand what skills the task will require
- 2 Determine the level of expertise you need from your programmer regarding skills, experience, and dexterity
- 3 Figure out your budget for the particular task
- 4 Establish the terms and conditions of the project with your programmer so that chances of miscommunication are eliminated
- 5 Inform the programmer of what needs to be programmed and the different features or requirements of the program he is tasked with developing
- 6 Ask the programmer if he has the skills and expertise required to execute the project effectively
- 7 Offer the job

Designers

- 1 Establish the exact details of your task and understand what skills the task will require

Notes



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- 2 Determine the level of expertise you require from your designer concerning skills, experience, and dexterity
- 3 Figure out your budget for the particular task
- 4 Establish the terms and conditions of the project with your designer so that chances of miscommunication are eliminated
- 5 Inform the designer of what needs to be programmed and the different features or requirements of the design he is tasked with developing
- 6 Ask the designer if he has the skills and expertise required to execute the project effectively
- 7 Offer the job

Content Writers

- 1 Establish the exact details of your task and understand what skills the task will require
- 2 Determine the level of expertise you require from your writer regarding skills, experience, and dexterity
- 3 Figure out your budget for the particular task

Notes



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- 4 Establish the terms and conditions of the project with your writer so that chances of miscommunication are eliminated
- 5 Inform the writer of what needs to be written and the different features or requirements of the design he is tasked with developing
- 6 Ask the writer if he has the skills and expertise required to execute the project effectively
- 7 Offer the job

Notes