WORKSHEET 2: Preliminary Needs Assessment

PART 1: Using the list of 'Problems and Obstacles' generated from the Worksheet 1, you should begin a Preliminary Needs Assessment. The purpose of this exercise is to list the Needs, Wants and Desires for the project. These 'Needs' should resolve many of the problems that were listed in the previous worksheet and should begin project conception for the public agency.

This exercise is best done in a group, with a way to list and present input to the group so that ideas can inspire other ideas. The approach should be flexible and a "no wrong answer" philosophy should help encourage responses. Some of the listed questions may not have responses or feel applicable, but it is important to at least ask the question to encourage brainstorming.

We recommend that you list responses to each question without challenging the importance of the "Need" that is presented. Make this a ground rule for all participants. It is unlikely that any person in the group is a Real Estate Development expert, so the participants should be encouraged to present ideas through their own lens, not anticipate how a real estate professional may view them.

Below is a list of example questions and prompts to help start the process. This is not a comprehensive list and some questions may not be applicable to the project. This worksheet is meant to inspire constructive thinking and aid in brainstorming.

Which Agencies/Departments are challenged by the current situation?

Which public agency/department is the primary beneficiary of the project? Are there additional public agencies/departments that can also benefit from the project?

What Public Services would benefit from the new project?

How does the new project benefit the implementation of Services? Will the new project reduce the cost of those services?

What do you need in order to gain INTERNAL approval for the project?

Are there internal departments or individuals opposed to the project? How about at the elected official level? Do you need to get approval from the State or other governing body?

What do you need in order to gain PUBLIC approval for the project?

Will the public support this project? If not, how do you gain their support? Do you anticipate the need for an involved public awareness campaign?

What do you need to secure the site for the project?

Is the site privately owned? Do you need to achieve consensus on site selection?

How many <u>total</u> staff are expected to be supported or housed by the new project?

Are there internal departments or individuals opposed to the project? How about at the elected official level? Do you need to get approval from the State or other governing body?

Without getting too technical, what design features would most benefit the Project?

Is there a need for Parking? If so, how much? Are there Environmental Goals? Is there a desire for advanced or technical equipment capabilities? Do you desire the use of specific building materials? Do you expect building components specific to the type of facility; For example, a teen lounge for a library or a shooting range for a police station?

Rate Needs by Importance

PART 2: Now that you have collected a list of Needs, you should spend time sorting the Needs into Critical and Important needs. Try not to get stuck on how important one Need is over another, simply classify the Needs listed through brainstorming as Critical, Important or Desired but Non-essential. If it is necessary, add additional numbers beyond 5.

Be flexible and open and remember each participant may emphasize different 'Needs'.

Critical Need

1.

2.

3.

4.

5.

Important Need

1.

2.

3.

4.

5.

Desired but Non-essential Needs

List all remaining Needs here.

How would you rank the top five Needs?

Ranking the top five needs is useful in determining how to focus and frame the project. Both from a procurement standpoint and from a political messaging standpoint.

1.

2.

3.

4.

5.

Next Steps

PART 3: At this point in the process, some 'Next Steps' should begin to reveal themselves. Ask the Group to list the tasks and begin the process of delegating or assigning those tasks to the appropriate parties.