

Exercise #6

Designing an Information Gathering Process

In this exercise you will design an information gathering process for a specific project.

1. Form a small group of three to four people, and choose a facilitator to lead the discussion and a recorder to take notes.
2. Discuss your needs assessment projects and choose one to use for this exercise.
3. As a group, determine the information gathering process for the project you chose by filling in the sections below. (*You may wish to review the handouts on the left side or the packet and your own personal notes.*)
 - a. Define purpose(s)
 - b. Determine available resources
 - c. Decide who will conduct the process
 - d. Decide what information to collect
 - e. Decide how to collect info
 - f. Decide on analysis and interpretation
 - g. Decide how to implement and share results