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**NALCC Information Management Needs Assessment**

**O V E R V I E W**

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The following presents a highly simplified definition of Strategic Planning:

* Figure out what you want and need, then
* Figure out what you’re going to do about it

This needs assessment project is fundamentally about the first bullet: *understanding what the NALCC community “wants and needs” in terms of information management capabilities*. In advance of talking to us and participating in the survey, thinking about information management in simple terms will help prepare you for the needs assessment process. Some example questions to consider include:

* What data sets do I need to access?
* What maps do I need?
* What data analysis do I need to conduct?
* What technologies will I employ to access information (e.g. PCs, phone, browser, GIS)?

One additional (but possibly the most important) technique that may help you prepare for the Needs Assessment is thinking in terms of “what questions am I trying to answer” to help me do my job? For example, “where will sea level be in 25 years?”

The project is scoped to complete the following eight activities:

1. **Review existing information management needs assessments** from other organizations
2. Review documentation on **current information management practices** within the NALCC
3. Discuss the scope with the NALCC project team (i.e., this will take place at the Steering Committee meeting on 4/18)
4. Conduct an **on-line survey** to understand information management requirements from a broad-based audience
5. Conduct **first-person information gathering** with key NALCC stakeholders
6. **Assess and analyze** results of the survey and interviews to **identify priorities and existing gaps** in information management
7. **Draft the written Information Management Needs Assessment document** including recommendations for making information management improvements
8. Support the NALCC in presenting the findings to the Steering Committee