

NEEDS ANALYSIS

MAPPING & MONITORING A WATER LOSS



DESIRED OUTCOME: _____

ONCE YOU IDENTIFY THE RESULTS THAT YOU EXPECT, USE THIS TO IDENTIFY THE GAPS IN YOUR ORGANIZATION THAT WILL CREATE THE DESIRED OUTCOMES. THEN, CREATE **ACTION**.

OPERATIONS		ACTION PLAN	
GAP	DESCRIPTION	WHO	DATE
<input type="checkbox"/>	Scheduling Systems	_____	_____
<input type="checkbox"/>	SOP: Documented and Communicated Process	_____	_____
<input type="checkbox"/>	Clearly Defined Expectations	_____	_____
<input type="checkbox"/>	Clear Assignment of Roles and Responsibilities	_____	_____
<input type="checkbox"/>	Organization: Kits, Warehouse, Vehicles	_____	_____
<input type="checkbox"/>	_____	_____	_____

TOOLS EQUIPMENT SUPPLIES		ACTION PLAN	
GAP	DESCRIPTION	WHO	DATE
<input type="checkbox"/>	Meters	_____	_____
<input type="checkbox"/>	Instruments	_____	_____
<input type="checkbox"/>	Software Applications	_____	_____
<input type="checkbox"/>	Template	_____	_____
<input type="checkbox"/>	Basic Tools	_____	_____
<input type="checkbox"/>	Supplies	_____	_____

SKILLS		ACTION PLAN	
GAP	DESCRIPTION	WHO	DATE
<input type="checkbox"/>	Understanding Meters: Use & Care	_____	_____
<input type="checkbox"/>	Psychrometry and Application	_____	_____
<input type="checkbox"/>	Managing the Drying Process	_____	_____
<input type="checkbox"/>	Company Process & Systems	_____	_____
<input type="checkbox"/>	Construction and Materials Knowledge and Understanding	_____	_____
<input type="checkbox"/>	Communication: Written & Verbal	_____	_____

Skills: Create learning paths to support skill development needs identified. A high impact learning path is supported by operations, culture, experiences, mentors, and more. Contact info@rtiLearning.com for a free consultation.



NEEDS ANALYSIS



FUNCTION _____

DESIRED OUTCOME: _____

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OPERATIONS

ACTION PLAN

GAP	DESCRIPTION	WHO	DATE
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

TOOLS | EQUIPMENT | SUPPLIES

ACTION PLAN

GAP	DESCRIPTION	WHO	DATE
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

SKILLS

ACTION PLAN

GAP	DESCRIPTION	WHO	DATE
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____



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