### Directions

The purpose of the needs assessment form is to document the research, analysis, and information collected in support of a need for training within a proposed subject area. This form must be completed and submitted to a FEMA National Training and Education Division (NTED) Training Partners Program (TPP) Program Manager (PM). The TPP PM will approve, disapprove, or request additional information or research prior to the creation of coursework.

This form is also required to recertify courses and propose modifications such as new modules to existing courses. It is important to note that the process documented on this form may result in a decision by FEMA to not create a course, suspend or retire a course, or pursue an alternative solution such as technical assistance or the creation and distribution of information products.

The requestor must complete the following sections of this form prior to submission:

* Basic Information
* Reason for Assessment
* Identify Data Sources
* Associated Laws, Regulations, and Guidance
* FEMA Core Capabilities
* Lead Federal Departments / Agencies Associated with Course Topic(s)
* Identify Knowledge, Skills, and Abilities (KSA) Deficits or Problem Areas
* Audience Analysis
* Recommended Learning Objectives or Subject Area Priorities
* Duplication of Effort Check
* Training Partner Expertise
* National Scope

# Basic Information

| **Required Information** | **Instructions (Enter Data and Information in this Column)** |
| --- | --- |
| **Training Partner** | [Enter organizational name] |
| **Course Developer** | [Enter name and contact details (phone and email)] |
| **FEMA NTED Training Partners Program Manager** | [Enter name of FEMA Training Partners Program Manager] |
| **Date** | [Enter date submitted to FEMA] |
| **Version** | [Enter version of submission] Example: Version 1 |
| **Cooperative Agreement Number** | [Enter the cooperative agreement number (grant number) associated with this proposal if applicable] |
| **Training Topic** | [Enter the training topic]  |
| **Course Title and Course Number [if Existing Course]** | [Enter course title and number if this is for an existing course] |

# Needs Assessment Form

| **Section** | **Required Information** | **Provide Information Here** |
| --- | --- | --- |
| **1** | **Reason for Assessment** | [Why is this needs assessment being conducted? What are the indicators triggering the pursuit of a needs assessment?] [If this is for a recertification, state “recertification”]Example:The National Preparedness Report identified this core capability as a high-priority gap affecting communities throughout the Nation. The indicators came in the form of THIRA/SPR reporting. Additionally, PPD-41 states “The relevant sector-specific agency will generally coordinate the Federal Government’s efforts to understand the potential business or operational impact of a cyber incident on private sector critical infrastructure”. This coordination requirement is not taught in current courses. |
| **2** | **Identify Data Sources (note: standards references are in Section 3 of this assessment)** | [List the sources used in this analysis and provide descriptions to explain their relevance.]Example: Cite reference materials (e.g., author, title, date), executive orders, appropriations guidance, statutory requirements, national/international standards, the National Preparedness Report, the Quadrennial Homeland Security Review, State Preparedness Report, aggregated data, professional association standards, surveys, post-incident investigative lessons-learned reports, exercise after-action reports, DHS and FEMA strategic and operational guidance, and reports and analysis from industry and academia. If interviews and/or consults with others, including practitioners, trainers, educators, managers, leaders, or policy makers are used provide contact information. |
| **3** | **Associated Laws, Regulations, and Guidance** | [List laws, regulations, and guidance that may be applicable to the content and/or participants of the proposed training. Include professional, industry standards, or academia as relevant.]Example:* 49 CFR 172.704 - Training Requirements
* NFPA Standards and Occupational Safety of First Responders
* The Occupational Safety and Health Administration laws and regulations
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| **4** | **FEMA Core Capabilities** | [What Core Capabilities are associated with this need? <https://www.fema.gov/core-capabilities>]Example:* Primary: Cybersecurity
* Secondary: Planning and Intelligence/Information Sharing
 |
| **5** | **Lead Federal Departments / Agencies Associated with Course Topic(s)** | [List all Departments/Agencies that are associated with this topic area and explain the roles and responsibilities (if applicable and if known).]Example: DHS Office of Cybersecurity and Communications (CS&C), responsible for cyber education, training, and stakeholder outreach. |
| **6** | **Identify Knowledge, Skills, and Abilities (KSA) Deficits or Problem Areas**  | [Present data and information supporting the identification of a gap based on the source products. What did your analysis of the data collect reveal about the need? Include specific data supporting the development of training to fill the need/gap]Example:Training gaps (i.e. a rating of a 1, 2, or 3 – low end of 1-5 scale) identified in the 2016 SPR (percentage of states and territories identifying as a training gap):* Technical countermeasures: 79 percent
* Continuity of operations for cyber systems: 71 percent
* Detecting malicious activity: 71 percent
 |
| **7** | **Audience Analysis** | [Describe your audience analysis process and results to include techniques used, e.g. Audience Analysis Tool]Example:Our determination regarding the target audience is based primarily on the feedback we received from surveys, interviews, meetings and focus groups. Describe the general skills and knowledge a student needs to bring to a course designed to fill this need]Example:General understanding of cyber systems requirements and key mission essential functions. A COOP course (general/basic) is desirable. |
| **8** | **Recommended Learning Objectives or Subject Area Priorities** | [Based on the preparedness data above, recommend the most urgent problem or deficit area(s) to address that falls within your institution’s expertise.]Example:1. Continuity of operations for cyber systems.2. Applications security for personal devices |
| **9** | **Duplication of Effort Check** | [Describe the type of literature and course searches performed to ensure that this training does not already exist elsewhere. List any existing courses with similar learning objectives and provide sources. At a minimum, search must include the NPD catalog found at [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov)]Example: A cyber threats course (awareness level) is offered through DHS via the Federal Virtual Training Environment (VTE). However, the course does not address requirements found in PPD-41 and access to VTE is intended for federal employees only.  |
| **10** | **Training Partner Expertise** | [Describe inherent expertise related to the proposed efforts. List current coursework to support correlation.]Example:Currently delivering 12 Cybersecurity courses and developing 9 more under FEMA cooperative grants FY12-FY15. |
| **11** | **National Scope** | [Describe how this need has applicability across the nation.]Example:Cybersecurity systems are used across all sectors throughout the whole community. Continuity of cyber systems is essential. |