

OBJECTIVE	ACTIVITY	LEAD	TIMELINE
Design the process	<p>What do you want to focus on?</p> <ul style="list-style-type: none"> - An MRC or multiple MRCs. - The entire region covered by the organization. - A subset of the population. - A particular sector or sectors <p>Why do you want to focus on it?</p> <ul style="list-style-type: none"> - To know more about a suspected problem or issue. - To know more about a problem or issue that has been brought to the organization's attention. - To increase the general knowledge of the topic for the organization's knowledge base. - To find out if there is a need to expand the organization's mandate to include a new sector. - To explore there is a need for the organization to open a satellite office in the region 	Executive Director / Staff	Month Year
Background information	<p>Make a list of data and resources you already know about that are pertinent to the focus of the needs assessment, this can include but isn't limited to:</p> <ul style="list-style-type: none"> - Census Canada data. - INSPQ data. - Data from other government or public sources. - Data from partners. <p>Identify relevant stakeholders:</p> <ul style="list-style-type: none"> - Ones the organization is already connected to. - Ones the organization is not currently connected to but that may be relevant to what is being assessed. 	Executive Director / Staff *Can also be done with the support of a researcher or consultant	Month Year
Hold discussions with stakeholders	<p>Choose how you will consult:</p> <ul style="list-style-type: none"> - Draft focus group questions for conversations to be held among smaller groups of relevant stakeholders and/or, - Draft individual interview questions or outlines for one-on-ones with relevant stakeholders 	Researcher or consultant with organization's input/support	Month Year
	<p>Plan the calendar of meetings:</p> <ul style="list-style-type: none"> - Reach out to stakeholders, find dates, decide on a location and time etc. for each focus group or interview 	Researcher or consultant with organization's input/support	Month Year

	Hold the meetings: - Can be over several days or weeks, as needed.	Researcher or consultant with organization's input/support	Month Year
	Additional data collection: - The researcher or consultant could attend events or activities organized by relevant stakeholders to gather more information	Researcher or consultant with organization's input/support	Month Year
Prepare and analyze data	Prepare notes and transcriptions	Researcher or consultant	Month Year
	Organize by themes and sub-themes	Researcher or consultant	Month Year
	Analyze data: - summarize - look for patterns, convergence, and divergence of perspectives, etc.	Researcher or consultant	Month Year
Draft report	Draft a report for internal use: - Agree on formatting, table of contents, levels of detail etc. - Appendices if needed	Researcher or consultant	Month Year
	Create summary document for use with partners if needed	Researcher or consultant	Month Year
	Finalize	Researcher or consultant with organization's input/support	Month Year

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ⁱ Adapted from Mary Richardson, cultural and social anthropologist, 2023.