**Needs Assessment Guide**

You should take this needs assessment form and your client website pre-assessment form with you to your meeting with your sponsor. You should complete this form with your sponsor's input.

1. What is the purpose of the website? What does the sponsor/club want to achieve by having the site?
2. What are the website's specific goals? There should be at least three.
3. What special things must be included for the site to be complete? (Example: database information, credit-card processing, a counter detailing the number of visitors, etc).
4. Describe the target audience for the website.
5. What information does the sponsor want to provide on the website?