



Module 5 Reflection

Submit at the end of Module 5.

Needs and Gap Analyses

Needs analysis focuses on identification of the gap between what currently exists and what should exist in any given situation. Initially used in the information systems and training and development fields, this type of analysis is now used in many areas of business.

In this assignment, you will identify gaps, create a plan to address gaps, and reflect on what you have learned from the work you accomplished in Modules 4 and 5.

Course Objective

- Demonstrate mastery of sound educational business administration and ethical leadership principles required for evaluation and prioritization of competing demands for resources, including budget planning, benchmarking, auditing, and utilization of technology for reporting on effectiveness and changes in efficiency of institutional operations.

Directions:

- 1) Save and print the Module 5 Reflection PDF.
- 2) Create a paper in a Word or text document for your response. Use 12-point Arial or Times New Roman font. Follow APA (6th edition) format for the paper, title page, references page, and in-text citations.
- 3) Develop an introduction and conclusion for your paper.
- 4) Follow the directions to submit your final Word or text document.

Part 1: Identify Gaps

Step 1. Research the concepts of needs analysis and gap analysis.

Step 2. Revisit the organization analyzed in the assignment for Module 4. Using needs analysis, identify the existing gaps in the organization that must be addressed to achieve your recommendations.

Part 2: Create a Plan and Reflect

Step 3. Based on the information gained in Step 2, prioritize the needs with consideration given to all affected stakeholders.

Step 4. Create a plan to address gaps with a timeline for correction and rationale for recommended actions.

Step 5. As a conclusion to your plan, provide a one-page reflection on how your view of the business of education changed as a result of the work completed for the Modules 4 and 5 assignments.