

Technology Consulting in the Community

Context Analysis Document Requirements & Evaluation Criteria

This document becomes an early version of Part 1 of the Final Consulting Report.

This document will provide the reader with an overview of your consulting situation, and present the arguments supporting your chosen scope of work. The following is the general outline of the document.

About the Organization

Include information about the organization, necessary to understand the major consulting tasks described later.

Categorize the information into:

- Organization
- Facilities
- Program(s)
- Staff
- Technical Environment
- Technology Management
- Technology Planning
- Internal & External Communications
- Information Management
- Business Systems

<Major Consulting Task-1>

- Name the task
- Describe the problem or opportunity being addressed
- Describe how this problem or opportunity impacts the mission of the organization
- Describe the approach (solution) you will use
- Describe the expected outcomes for each activity in your approach/solution
 - How they will be measured
 - What is the current measure
- Beyond the outcomes, describe how the task will impact , positively and negatively (**any** that are applicable):
 - Organization
 - Facilities
 - Program(s)
 - Staff
 - Technical Environment
 - Technology Management
 - Technology Planning
 - Internal & External Communications
 - Information Management
 - Business Systems
- Discuss the feasibility of the work, including::
 - whether there is time to complete it
 - is the partner motivated (passion / commitment / lukewarm)
 - are required resources available
 - does it fit consultant's skills
 - does it fit partner's skills
 - is the work sustainable after the consultant leaves
 - what are the risks

Repeat for <Major Consulting Task-2 Through n>

Reports will be evaluated by multiplying a measure of how each requirement is met by the quality of how well the requirement was met.

Requirements:

- 3.0 - unsatisfactory, did something, but not what was required
- 3.5 - poor, did a few of the requirements
- 4.0 - did some of the requirements
- 4.5 - did most of the requirements
- 5.0 - did all of the requirements

Quality:

- 1.0 – Excellent
- 0.9 – Very good
- 0.8 – Good
- 0.7 – Satisfactory
- 0.6 – Poor