



## COP NEEDS ANALYSIS 10 PRACTICAL STEPS

A needs analysis for establishing a community of practice (COP) starts with identifying what is already available and present in a certain local community and context.

In this way, awareness of current local resources and assets is created, the use and connection of these resources towards the local COP activities can be identified, and the COP stakeholders ensure to recognize and value the existing resources inside the local community.

For the practical implementation of the needs' analysis, we recommend the following 10 steps to be undertaken in 2 phases.

### FIRST PHASE

- (1) Has there been conducted any previous asset mapping activity in that community? If yes, how recent it is? Does it provide the information you are looking for? What did or what did not work well?

#### SELECT ASSETS TO IDENTIFY:

- (2) To assess the current situation (please note: to assess and mobilize what a community has is a process) you could collect skills, talents, dreams and hopes that all relevant stakeholders have regarding a healthy lifestyle.

**SOFTWARE.** Any existing national and local policy and programmes about healthy lifestyle, all successful programmes about promoting healthy lifestyle.

**HARDWARE.** To determine the characteristics of the built environment that supports healthy lifestyle, any natural and other environmental resources, heritage sites, open spaces, green spaces, water areas, in-built environments, and facilities that stimulate healthy lifestyle are relevant. E.g. coherent walking and cycling networks, nice and enough green spaces, sport clubs, access to healthy food, etc.

**ORGWARE.** This refers to the process how people respond to policies and programmes. It refers also to how the existing policies and programmes are implemented; it focuses on mindsets and behaviour of authorities and people. And it raises questions like: Is there any institution or organization that has the capacity for change? Is there any potential and chance for people to join in towards a coordinated pursuit of a common vision?





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- (3) To determine the characteristics of the social environment in supporting healthy lifestyle.
- (4) To determine the attitudes of the people and stakeholders towards stimulating healthy lifestyle and to identify the direction of change towards healthy lifestyle that end-users and other stakeholders feel are important. Are stakeholders aware of the importance of promoting healthy lifestyle? How do stakeholders define healthy lifestyle? Do they do this at an individual level or at a community level, or both? How mobilized is the community currently to promote healthy lifestyle? Are there any frontrunners or innovators?
- (5) To determine which groups of population are most in need of changing lifestyle or being supported to have healthy lifestyle.

### SECOND PHASE

- (6) To compile a demographic profile of the end-users and stakeholders.
- (7) To determine if existing policies or programmes are adequate to stimulate healthy lifestyle.
- (8) To identify the gap between what end-users and special stakeholders or the city council can do and what they need to do to make changes towards having healthy lifestyle.
- (9) To find out what skills, facilities, knowledge, etc. an individual and groups need to have to realize healthy lifestyles or to perform a particular role, such as a local stakeholder, city authority, etc.
- (10) To include the perceived and present needs, as well as potential and unrecognized needs.

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