

Target Group:

This method can be used with groups of any size. The group size is not relevant.

Aim of the Method:

This method is feasible for different key issues: alcohol usage, physical activity, dietary behaviour, smoking

Level of Participation:

Low

Type of Method:

Needs assessment

DESCRIPTION

Public analysis represent a huge storehouse of information that can be crucial in a assessment process.

The purpose of conducting a document or data review is to review a variety of existing sources (for example, documents, reports, data files, and other written artifacts) with the intention of collecting independently verifiable data and information.

Ministries, government agencies, nongovernmental organizations (NGOs), and other organizations often collect and/or produce the valuable data or reports that can supplement your own data collection as part of your needs assessment.

TIPS FOR THE USERS

Advantages:

- ▶ The information contained in extant data or documents is often independently verifiable.
- ▶ The document or data review process can be done independently and without having to solicit extensive input from other sources.
- ▶ A document or data review is typically less expensive than collecting the data on your own.

GOOD TO KNOW:

- ✓ **Develop a document or data review protocol or checklist that can be used systematically to ensure that valuable information is identified, analyzed, coded, and documented.**

