



Resource 2 Checklist for Situational Analysis

The following series of checklists will help you complete a Situational Analysis. Use them to establish the broad context of your community, identify your organisation’s capacity and reassess the context in reference to your problem.

Step 1 - Understanding the general context of your community

Population Profile	How many people are in the community?	
	What is the age distribution of these people?	0-5yrs = % 6-15yrs = % 15-60yrs = % Over 60yrs = %
	What is the (estimated) percentage of men and women?	Males = % Females = %
	What ethnic groups are represented in the community? = % = %
	What is their distribution (as an estimated percentage)? = %
	Do people in the community tend to separate based upon ethnicity, or do they assimilate well?	Notes:
	What languages do people in your community speak? = % = %
	What is their distribution (as an estimated percentage)? = %
Generally, how well can people from different language groups communicate together? Is there a predominant shared language?	Notes:	



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Education Profile	What percentage of community members graduate primary school?	= %
	What percentage of community members graduate secondary school?	= %
	What percentage of community members graduate university?	= %
	What percentage of community members have skilled employment?	= %

Economic Profile	What percentage of the population have access to housing?	= %
	What percentage of the population have stable access to food?	= %
	What kind of jobs do people have in your community? For example: Manufacturing, agriculture, hospitality etc.	
	What are the key areas of economic growth in your community?	



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Environmental Profile	What type of environment is your community located in? For example: Tropical, dry, jungle, city etc	
	How big is the geographical area covered by your community?	
	How easy is it to access different areas of your community?	
	How far away is the closest hospital/secondary school/major metropolitan area? How easy are they to travel to?	

Cultural Profile	What are the major cultural values of the community?	
	Are there any major cultural conflicts between different sectors of the community?	
	Are there distinct gender roles within your community? Do cultural norms marginalise women from certain jobs and activities?	



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Political Profile	What are the current major political issues?	
	What are the political priorities of the current government?	
	How is the government viewed within the community?	
	How well do local government representatives function and work together with national government, law enforcement and other public departments?	



Step 2 - Identify challenges within the community

Try to be as broad as possible when identifying challenges. Your aim is to identify the over-arching problems your community faces.

When identifying the major challenges within your community, asking the following questions is helpful:

- How severe is it?
- What are some of the broad causes?
- What are the broad groups of people who are affected by this problem?



Step 3 - Assess your organisations capacity

Staff: Qualifications and experiences	How many people work for your organisation?	
	What is the technical experience and qualification of each staff member?	
	Has your organisation undertaken any previous development projects? • What type of projects were these? • What types of specific interventions did you provide?	



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Relationships: Organisations, businesses and government bodies	Does your organisation have existing relationships with the community from previous projects? Which broad areas of the community do you have existing relationships with? For example: children, women, farmers, manufacturers.	
	What external businesses, organisations or government bodies does your organisation have existing relationships with? • Could you draw upon these relationships for certain types of projects?	
Obstacles and insufficiencies	What are the major obstacles or insufficiencies of your organisation and your staff members?	



Step 4 - Choose a broad project goal

Choose the broad project goal for an identified problem that allows you to maximise the strengths of your organisation.

Example: "Improving education levels within the community" or "Improving access to fresh water in the community"

- Here is a space to brainstorm:



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Step 5 - Reassess the context in reference to your problem

In the final step of your Situational Analysis the aim is to generate as much information about your community as possible in reference to the specific problem you identified.

Use **SWOT (Resource 3)**, **5C (Resource 4)** and **SCOPE (Resource 5) Analysis** to identify the right questions to ask. Also consider using the **PESTLE-Tool (Resource 9)** to ensure that you have explored every element of your community context.

Your Problem:	Your specific questions:	Your responses:
	1:	
	2:	
	3:	



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Your Problem:	Your specific questions:	Your responses:
	4:	
	5:	
	6:	
	7:	

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