



# Institutional and Organizational Assessment Sample Report Outline

## 1. Introduction

- Background and purpose
- Development issue
- Description of the organization
- Unit of analysis

## 2. Methodology

- Major issues / questions
- Data collection sources
- Data analysis
- Limitations (time, resources, information)
- Team
- Schedule

## 3. Institutional Environment

- Sector description
- Development problem
- Political
- Social / cultural / demographic
- Administrative / legal
- Economic / competition
- Technology /innovation
- Stakeholders

## 6. External Environment Issues and Trends Affecting Organizational Performance

- Political
- Social / cultural / demographic
- Administrative / legal
- Economic / competition
- Technology /innovation
- Stakeholders

## 7. Major Organizational Motivation Issues Affecting Organizational Performance

- Mission / vision
- History
- Culture
- Incentives

## 8. Major Organizational Capacity Issues Affecting Organizational Performance

- Strategic leadership
- Structure
- Human resources

#### 4. Targeting Individual Organization or Network

- Identification of organization or network
- Profile of organization or network
- Organizational links to development problem

#### 5. Organizational Performance

- Effectiveness
- Efficiency
- Relevance
- Financial viability