

SAMPLE

Software Needs Analysis

Employee Information:

Name	
Department	
Authorisation	
Date	
Computer serial number and location	

Current Software

Software Program	Publisher	Version Usage (1,2,3, or 4)

Usage Key	1 Daily	2 Weekly	3 Monthly	4 Never
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Is there software that you feel you need but don't have, which will assist you in your job? Please list below.

1:

2:

3: