

PLANNING YOUR EVALUATION: IDENTIFYING RELEVANT STAKEHOLDERS – WORKSHEET 1

Types of Stakeholders	Possible Stakeholder Groups	Place an X next to those whom you might want to include in the evaluation	Communication plan (email, meetings, reports, presentations, workshops, etc.)
Program Staff	Program staff		
	Program leadership		
	Others accountable for Program/Project		
Organizational Leadership	Executive director		
	Program manager(s)		
	Board of directors		
	Advisory boards		
	Steering committee		
Program Beneficiaries	Families		
	Youth		
	Children		
Researchers/Evaluators	Researchers		
	Evaluators		
	Graduate students		

Worksheet provided by:



Types of Stakeholders	Possible Stakeholder Groups	Place an X next to those whom you might want to include in the evaluation	Communication plan (email, meetings, reports, presentations, workshops, etc.)
Volunteers			
Funders	Funders		
	Donors		
	Other funders and co-funders		
	Collaborating organizations		
Community	Community service groups		
Groups	Referring agencies		
	Schools		
Policy Groups	Local policy makers/advisors		
	Advocacy organizations		
Other	Staff from similar programs/initiatives		
	Professional associations		

Adapted from: Preskill, Hallie and Jones, Natalie (2009) A Practical Guide for Engaging Stakeholders in Developing Evaluation Questions, Robert Wood Johnson Foundation.

The following worksheet will help you finalize the list of individuals and groups you would like to engage, and determine what each of them could potentially contribute, how important it is to involve them, and what might motivate them to participate.

Worksheet provided by:



PLANNING YOUR EVALUATION: DETERMINING STAKEHOLDER ROLES, PRIORITIES AND MOTIVATIONS – WORKSHEET 2

Who are your stakeholders?	What does each stakeholder bring to the evaluation?							How important is it to have their perspectives and experiences represented?			What may motivate the stakeholders to participate?				
	Interest	Diverse Perspectives	Expertise	Buy-in and support	Influence	Responsibility	Other	Necessary	Important	Somewhat Important	Commitment	Personal Stake	Professional Development	Personal Concerns	Other

Worksheet provided by: