

Stakeholders Engagement Needs Assessment

Stakeholders engagement plays a key role in long term transition planning and, as such, the process must be carefully planned, reviewed and implemented.

The course developed on the CityConsult platform aims to help cities prepare for a successful engagement process. Going through it, should provide a basis of knowledge on the subject that can help you build a strong engagement strategy.

So how ready are you? Use the checklist to make sure you went through all the main steps. Remember you can go back anytime to review the tips and tricks noted in the course's PowerPoint.

The numbers in parenthesis suggest the chapter where information on the specific subject can be found within the PowerPoint.

Checklist

	Yes	No	Unsure
• Have you set the purpose of the engagement process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you defined the objectives of the engagement process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you conducted a context analysis to understand the local, regional and national context that will affect the engagement process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you identified all potential stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you analysed and grouped the identified stakeholders? (stakeholder mapping process) [1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you determined the level of engagement? (who will you inform, consult, involve, collaborate or empower) [3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you identified the phases of the SUMP process where the particular levels of engagement will apply [2]?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you prepared a list of methods or tools you will use to conduct the stakeholders' engagement process? [3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you identified how input will be collected, in what format, and how it will be used? [3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you determined what resources you need at all stages of the process(financial, personnel, etc)? [3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you taken the opportunity to understand the interests of your stakeholders? [4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you taken the opportunity to understand the motivation of your stakeholders and establish common goals? [4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you defined a schedule for the engagement, linking it to the project's engagement phases? [7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a Key Stakeholder Communication plan? [9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you defined how you will monitor and evaluate the success of your engagement? [8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a plan to follow up after meetings and sustain the relationship? [9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>