**Module 5**

Connecting to collaborations

& Communities Learner

2 practise assignment

Exercise 1 – Identify stakeholders

Partnership development is very important. Multiple organisations and partners should be involved in the process and feel ownership for the partnership to succeed. Having stakeholders from various backgrounds can help with problem solving, but also enhance networking and making new connections. However, there is something else you need to do first before identifying the stakeholders; identify your own position.

* What kind of organisation are you?
* What influence do you have?
* What can you bring to the partnership?

When you have figured out your own position, you can decide what kind of stakeholders you need. The tool to be used for identifying your stakeholders is Stakeholder Mapping (see next page).

Templates for analysing and mapping stakeholders



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Contribution** | **Legitimacy** | **Willingness to Engage** | **Influence** | **Necessity of Involvement** |
| SH1 | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low |
| SH2 | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low |
| SH3 | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low |
| SH4 | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low |
| SH5 | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low |
| SH6 | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low | High/Medium/Low |

Stakeholders Mapping template

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| --- | --- | --- | --- | --- | --- | --- |
| **Approach** | **Identify stakeholders** | **Measure stakeholders expectations** | **Identify needs** | **Identify gaps** | **Develop plan for engagement** | **Monitor and measure** |
| **Key**  **Planning**  **Questions** | Who are the key individuals stakeholders? | What are their current expectation? | What specific should we need to address to make the programme a sussec? | Where are the gaps between the desired (to be) and the current (As is) state? | What activities can we undertake to close these gaps? | How do we know when they are at the desider point to be?  How do we keep them informed? |
| **Key planning**  **Consideration** | Decide who has influence over or is impacted by the outcome of the project  Stakeholders will be both internal and external to the organisation | Understand how things done today and whatch their behaviours | Consider the importance that each stakeholder has to the succes of the project  Different stakeholders will have different desired levels of expectations |  | Consider what the activities are required to build the to be state  Try to use current forums where possible (e.g. update meetings etc.) | Track the activities that are being undertaken  Monitor the stakeholder levels as a result of activities |

Exercise 2- Write your Action plan

Template for an action plan

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| --- | --- | --- | --- | --- | --- |
| **Action plan** |  |  |  |  |  |
| **Action step** | **Person(s) responsible** | **Date to be completed** | **Resources required** | **Potential barriers or resistance** | **Collaborators** |
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