

## **Community Engagement Guidelines Community/Stakeholder Assessment Worksheet**

### **Identification of Stakeholders:**

Stakeholders are individuals, communities, political entities or organizations that have a vested interest in the outcomes of the initiative. They are either affected by, or can have an affect on, the project. Anyone whose interests may be positively or negatively impacted by the project, or anyone that may exert influence over the project or its results is considered a project stakeholder. In planning to engage the community, we consider - How will stakeholders be affected by the project, if implemented? Impact on stakeholders can be categorized as “low”, “moderate”, “high” or “unknown”.

**Level of Outcomes impact:** indicates the degree to which you anticipate a stakeholder will be affected by the outcome, if implemented, of the idea you propose (i.e. by the decision being made, service being changed etc.).

**Level of Influence on outcomes:** indicates the degree to which you anticipate a stakeholder may influence or affect change on the outcomes you propose if your idea is implemented. For example, does this stakeholder have to agree to the change? Is their cooperation important to successful implementation?

**Level of Concern or interest:** indicates the degree to which stakeholders are aware or care about how they are impacted by the outcomes of your proposed idea, if implemented. Will they know how they might be affected or perceive themselves to be adversely or positively affected?

**Issue of greatest concern or opportunity:** Building on what is identified as the level of concern or interest on the part of stakeholders, what is the single greatest idea, concern or concept to require communication?

**Low Impact/Influence:** Stakeholder is unlikely to be aware of how they may/will be impacted, if implemented and are unlikely to show interest in influencing the direction of the idea or project – as judged by project lead or planning team *at time of writing*.

**Moderate – High Impact/Influence:** Stakeholders will be aware and will know/feel the impact on themselves and would have interest in influencing the direct of the idea or project, to varying degrees – as judged by project lead or planning team *at time of writing*.

**Unknown Impact/Influence:** More work needs to be done by the project lead or planning team to understand the potential impact, influence or level of concern that a stakeholder may have in relation to the project under contemplation. This may be explored by connecting with contacts in the community, organizing a focus group, conducting a survey or other creative means.

Stakeholder	Level of Outcomes Impact and Relationship to Project None*, Low, Mod, High, Unknown Positive? Negative?	Level of Influence on outcomes None*, Low, Mod, High, Unknown	Level of Concern or Interest None*, Low, Mod, High, Unknown	Issue of greatest concern or opportunity to stakeholder	How can stakeholder Contribute? Help define the issue? Contribute data? Help to establish decision criteria? Help to develop options? Help to evaluate options? Make recommendations or decisions?	Level of involvement recommended <b>Educate/Inform</b> (i.e. provide balanced and objective information to assist with understanding the problem, alternatives, opportunities and/or solutions) <b>Consult</b> ( i.e. obtain feedback on analysis, alternatives and/or decisions) <b>Involve</b> (i.e. work directly throughout the project to ensure that concerns and aspirations are consistently understood and considered) <b>Collaborate</b> (i.e. partner in the decision process including the development of alternatives and identification of preferred solutions) <b>Empower</b> (i.e. to allow final decision-making)
1.						
2.						
3.						
4.						
5.						
6.						
7.						

\*NB – “none” may still result in a plan to educate communities relative to the purpose of the project and how they are affected by outcomes.

Contents within are based on the best available information at the time of planning.