

# PLANNING SHEET 2B

## INFORMATION FROM STAKEHOLDERS

Use this planning sheet to tell the Evaluator:

- > what information you need or want from an evaluation of the project
- > what questions you have about the project that you want answered
- > how you will use this information
- > how the project can deliver this information to you in ways that will make it easy for your group to make decisions and act.

*If there is not enough space on this sheet for all your answers, please attach more paper.*

**What information about the project does your group *need* or *must have*?**

*Please list in order of priority for your group*

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**What other information does your group *want*, if it can be gathered?**

*Please list in order of priority for your group*

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**What questions about the project does your group want answered?**

*Please list in order of priority for your group*

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**How will your group use the information you are asking for?**

For instance, you might want to:

- > find better ways of providing services
- > decide if you should increase or reduce your involvement in the project
- > decide whether there are parts of the project that should be stopped
- > change the way that activities are being done or services are being provided
- > understand what is working well, so you can do more of these activities
- > adjust budgets
- > plan for the next 12 months.

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**What are the best ways the project could supply the information you need and the Evaluator's findings and recommendations, once the evaluation is complete?**

For instance:

- > a written report
- > a briefing by the Evaluator to your senior staff
- > a briefing to all people in your group by the Evaluator
- > a video or slide show
- > posters
- > overhead slides, so you can make presentations yourself within your group.

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