**Lesson 10 Work Assignment**

*Remember to save a personal copy of this completed work assignment for future reference.*

*(add more rows if needed)*

Now that you have identified and analyzed your stakeholders and selected specific engagement objectives to achieve for each stage of the research process, it’s time to complete your stakeholder engagement work plan.

We have learned that there is no ‘one size fits all’ model for stakeholder engagement. Stakeholders need to be engaged in different ways, depending on the trial site’s goals, barriers, opportunities, resources available and stakeholders’ own preferences and interests. We have also learned that engagement is ongoing, and stakeholder needs can change over time.

In selecting the methods of engagement, you also need to ensure that the activities you are selecting fit with your research timelines, are adequately resourced, and that responsibility for the engagement activity is clearly identified.

# Instructions

# Step 1: Completing Your Stakeholder Engagement Plan

Begin by briefly reviewing the GPP Blueprint and your responses to the questions in each of the Blueprint’s sections.

Reflect again on what you are seeking as a result of the engagement process.

Pay special consideration to any barriers and opportunities you identified in the work assignments.

Follow the instructions in the table below and complete the stakeholder engagement work plan template.

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| Provide the requested information in the template provided on the next page, or you can create your own. |
| Fill in the stakeholder engagement plan template below (or use your own approved organizational or site-specific) template, based on the following definitions:   * **Goal:** a broad statement (or statements) that describes the overall purpose of your stakeholder engagement efforts. List the goals you drafted in Section 2.1 at the top of the template. * **Objective:** the specific results that will help you achieve your goals within a designated time frame using available resources. Begin by listing your highest-priority objectives, and work your way through to those you’ve determined are less essential. Remember to include engagement objectives that relate to each stage of the research life cycle: trial planning, conduct and post trial outcomes. * **Activity:** specific actions taken to meet the objective, such as convening forums, conducting focus groups, facilitating workshops, and distributing newsletters. Under each objective, list the activities required to carry it out.   For each activity, list the following:   * + **Stakeholder:** the group or individual/s you are seeking to engage   + **Timeline:** time frame for carrying out the activity   + **Deliverable:** the report or other tangible that will be delivered upon completion of the activity   + **Related GPP topic area/s:** theGPP topic area/s on which you are seeking stakeholder input and expertise   + **Indicator of success**: an agreed upon measure of the activity’s impact   + **Estimated budget:** financial resources required for the activity |

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| **Stakeholder Engagement Goals** | | | | | | |
| * **Insert goals here** | | | | | | |
| **Objective 1:** | | | | | | | |
| **Activity** | **Stakeholder** | **Timeline** | **Deliverable** | **Related GPP  topic areas** | **Indicator of success** | **Estimated budget** | |
| *(add more rows if needed)* |  |  |  |  | I |  | |
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| **Objective 2:** | | | | | | | |
| **Activity** | **Stakeholder** | **Timeline** | **Deliverable** | **Related GPP  topic areas** | **Indicator of success** | **Estimated budget** | |
| *(add more rows if needed)* |  |  |  |  |  |  | |
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| **Objective 3:** | | | | | | | |
| **Activity** | **Stakeholder** | **Timeline** | **Deliverable** | **Related GPP  topic areas** | **Indicator of success** | **Estimated budget** | |
| *(add more rows if needed)* |  |  |  |  |  |  | |
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| **Objective 4:** | | | | | | | |
| **Activity** | **Stakeholder** | **Timeline** | **Deliverable** | **Related GPP  topic areas** | **Indicator of success** | **Estimated budget** | |
| *(add more rows if needed)* |  |  |  |  |  |  | |
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# Step 2: Wrapping Up and Way Forward

* Congratulations! You have completed your stakeholder engagement work plan!
* Remember to revisit the GPP Blueprint again for future trials, and use it as a discussion guide with your research team to inform and improve GPP planning and implementation.
* Your work plan can also be used as a progress report for your specific engagement objectives. Analyze your successes and unmet objectives, and weave this information into your future engagement plans to improve the overall process.
* Even after you have finished a set of engagement activities, you should continue your engagement with your stakeholders as part of your long-term strategy.
* Now be prepared to discuss your stakeholder engagement work plan and the following question during the final discussion forum:
  + What strategies will you employ to sustain engagement with stakeholders after trial closure and results dissemination?
  + Which stakeholders are most influential in terms of post-trial access issues? Do other stakeholders need to be engaged? Explain.