# Work Assignment 4\_Track A

# Stakeholder identification, analysis and prioritization

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

# Purpose

The purpose of this assignment is to identify some of the key stakeholders to involve throughout the research process—and across all trials-- and to critically think about their influence and impact on the research outcomes.

# Instructions

* Answer all of the questions below.
* Note that there this **work assignment contains 4 pages.**

# Section 1: Stakeholder Identifucation

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| 1. How does your research team currently identify key stakeholders (e.g. CAB consultation, brainstorming with research team, selection by recommendation from other stakeholders, mapping process, using existing inventories or lists of stakeholders in certain categories)? Based on what you have learned in this course, how can you enhance or improve your current approach? |
| 1. Refer to your current contact list or inventory of key stakeholders that you use in your role. Review your list and use the prompts below as guidance to ensure that you have captured ALL key individuals and groups.  * Have you considered all of the people or groups affected by, or who can influence, or may have an interest in the research? * Have you listed all key stakeholders who have been engaged in previous research or related research (and think about stakeholders who can provide input across multiple trials)? * Have you listed stakeholders who may oppose or resist the research? * ***Consider the entire research lifecycle*** – it is important to remember that both stakeholders and their interests may change as the research agenda progresses. Consider all stages of the research when drawing up the stakeholder list and review it regularly as a trial progresses. |
| 1. Based on the above, describe any changes you made to your stakeholder list and briefly explain why. |

# Section 2: Stakeholder Analysis and Prioritization

It is not necessary or practical to engage with all stakeholder groups with the same level of intensity all of the time. Being clear on who you are engaging with and why will save both time and resources. This requires prioritizing your stakeholders and, depending on who they are and what their interests are, figuring out the most appropriate ways to engage.

1. Refer to the Stakeholder Priority Grid on the next page.
2. Categorize your current list of stakeholders based on where they fall in the priority grid, and assign each of them a quadrant number. Think about each stakeholder’s interest in the research as well as their potential level of influence.

Key questions that can help you understand your stakeholders are:

* *Who strongly supports or opposes the research and why?*
* *Which stakeholders can best assist with the scoping of issues and help with prevention and management of these issues?*
* *Which stakeholders might have special expertise or help to enhance the trial design or procedures?*
* *Who are the most vulnerable among the potentially impacted by the research, and are special engagement efforts necessary?*

**Quadrant 2: INVOLVE**

Highly influential stakeholders should be kept engaged and informed, even if they’re only moderately invested—and even if they’re opposed to the trial.

Aim to increase their level of interest and gain their support.

**Quadrant 1: PARTNER**

Partner with highly influential stakeholders who possess valuable knowledge, skills, and resources and stand to benefit from the research.

Focus the most effort these stakeholders, consulting with them on decision making through all stages of the trial.

**Quadrant 4: CONSIDER**

Stakeholders who have low influence and low investment in the research should be informed and engaged only when necessary.

Reserve more significant efforts for higher-priority stakeholders.

**Quadrant 3: INFORM**

Keep stakeholders with significant investment in the trial but low influence informed and engaged as necessary.

Also consider assisting marginalized stakeholders so that they may become more influential.

***Low***

***High***

***High***

***Low***

**Influence of stakeholders**

**Interest of stakeholders**

**Interest of stakeholders**

**Influence of stakeholders**

1. Summarize your analysis and prioritization of key stakeholders in this table.

| Key Stakeholders | | | | |
| --- | --- | --- | --- | --- |
| Priority Level | Description of stakeholder: be as specific as possible; i.e. rather than saying ‘MoH’, state the district, role etc ; rather than saying ‘NGO’, give the name of actual organization | Area of expertise/ influence/how this stakeholder will contribute according to GPP | Support or oppose the research | Partner in previous research? (Y/N) |
| Quadrant 1: PARTNER |  |  |  |  |
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| Quadrant 2: INVOLVE |  |  |  |  |
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| Quadrant 3: INFORM |  |  |  |  |
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| Quadrant 4: CONSIDER |  |  |  |  |
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