Who are the project stakeholders?

This can include clients, funders, partners and agencies referring to your scheme or who you refer out to, and individuals within your organisation. From this list, think of the things that each of these stakeholders need from the evaluation, and what they can contribute to the evaluation. For example, funders will want to see evidence of impact, and may be able to provide additional funds for evaluation. Clients need to be treated ethically, which covers many considerations, e.g. protecting their data, not wasting their time. Stakeholders will contribute data and resources.

Stakeholder type	What do they require from us?	What do we need from them?	What else could they contribute?
Clients	• Time should not be wasted • Vulnerable people need to be treated appropriately • Respect • Evaluation should not get in the way of delivering the scheme's intervention • Confidentiality • Data protection • Informed consent • Their involvement (see http://www.invo.org.uk/)	• Data - this may also mean allowing access to their home for interview • Consent to use the data • Help with the Impact Map and Logic Modelling e.g. to identify what outcomes are valued. • Their involvement (see http://www.invo.org.uk/)	• Some clients may be happy to have their story represented as a case study, either anonymously or identified.
Funder	• Requirements specified by funding agreement • Additional evidence of impact welcome	• If the funder's money is used to undertake the evaluation, permission to use the money for evaluation rather than more delivery	• Additional funds for evaluation - will probably come with specific requirements
Partner example - GP surgery	• Patients treated with respect • Sufficient evidence of informed consent to release any details from medical records • Sufficient evidence of appropriate treatment of data, both handling data and reporting results • Evidence of impact of referrals on health	• Data from patients' medical records (if this type of evaluation is used)	• Advice on what to measure in the evaluation
Members of staff	• Clear requirements on what the evaluation is for and what should be done	• Time working on the evaluation • Commitment to doing a good evaluation	• Ideas on how to do the evaluation