Assembling the Team: Identifying Additional Stakeholders

An interactive worksheet



 **Planning**

Once you have identified project sponsors, the core project team and extended project team, you have a strong foundation for proceeding. However, depending upon the size and scope of your procurement, and perhaps the funding source, other stakeholders outside of the health department may need to be involved, such as central IT, the legal office, the Medicaid program or the project management office. Getting clear on why they need to be involved and what their authorities and roles are is important when assembling project sponsors and the core and extended teams.

# Worksheet: identifying additional stakeholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office/dep’t/agency** | **<Name of office>** | **<Name of office>** | **<Name of office>** | **<Name of office>** |
| What is their role? What authority and control do they have over which parts of the procurement? |  |  |  |  |
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| Who is our point of contact? |  |  |  |  |
| What policies, requirements, templates or other factors do we need to adhere to? |  |  |  |  |
| What specific timelines and/or lead times do we need to include in our plan (e.g., for review and approvals)? |  |  |  |  |
| Can anyone in the health department (or immunization program?) offer advice for how to work with them?  |  |  |  |  |
| *Other critical questions* |  |  |  |  |
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