**Pathway Navigation – Change Process**

**Maintaining Momentum: Stakeholder Participation in the Change Process**

*Who are the stakeholders and how can they help you?*

Stakeholders are an important component of the change process. This worksheet is designed to help you identify the various, relevant stakeholders, describe their role, and outline how they can participate and support the process.

Instructions:

1. Identify all the stakeholders that have interest in or will be impacted by the change process or initiative. Special note: Don’t forget yourself. You are a stakeholder too.
2. For each stakeholder describe their role and what they need to know and be able to do in order to be a supportive participant in the process.
3. Outline what they need in order to participate effectively and your next steps to follow up.
4. Add rows as needed.

*(The first row is an example to get your started.)*

| **Who**  Who are the stakeholders in this work? Who needs to know about it or be involved? | **Role**  What is their role in this work? Why are they a stakeholder? | **What**  What do they need to know to be engaged or support the work? | **Action**  What do they need to be able to do? | **Need**  What do they need to do it? | **Follow up**  What are the next steps and timeline to address/develop what is needed to move forward and maintain momentum? |
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| CE Deans | Provide leadership and guidance. Advocate for the work and act as a champion for their campus. | Have enough knowledge of the work to be able to speak to accomplishments at a macro level. | * Represent their respective college in relation to the change effort. * Respond to ad hoc questions * Describe accomplishments | * Regular updates (weekly? Monthly?) * Artifacts | * Send weekly updates via email (brief and succinct) * Schedule monthly check in meeting to provide more detail as needed |
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