

1. Identify the key stakeholders.

- Manager or direct supervisor
- Finance department
- Vendors
- Patients and/or families; patient and family advisory committee

- Professional organizations
- Committees
- Organizational leaders
- Interdisciplinary colleagues (physicians, nutritionists, respiratory therapists, or OT/PT, for example)

- Administrators
- Other units or departments
- Others: _____

2. Stakeholder roles and responsibilities.

(The stakeholder roles—which include Responsibility, Consult, Approval, and Inform and their corresponding responsibilities, described here—guide completion of the table.)

Responsibility

- Completes identified tasks
- Recommending authority

Consult

- Provides input (i.e., subject matter experts)
- No decision-making authority

Approval

- Signs off on recommendations
- May veto

Inform

- Notified of progress and changes
- No input on decisions

Project tasks	Stakeholder name	Stakeholder name	Stakeholder name
	Stakeholder role	Stakeholder role	Stakeholder role

Directions for Use of the Stakeholder Analysis Tool

Purpose of the form

This form is used to identify key stakeholders. Key stakeholders are persons, groups, or departments in the organization that have an interest in, or concern about, your project and/or may assist you in securing resources to implement your action plan. Involve stakeholders early in the process to ensure their buy-in for implementation.

Because stakeholders may change at different steps of the process, we recommend that you review this form as you proceed from step to step in your action plan.

Definition

Stakeholders are “persons or groups that have a vested interest in a clinical [or nonclinical] decision and the evidence that supports that decision” (AHRQ, 2014)

Identify the key stakeholders

Identify the 5–7 key stakeholders who can most affect, or who will be most affected by, the project, actions, objectives, or change and who can influence the success of the translation work. Key stakeholders are individuals or groups who:

- Make decisions about the project
- Approve the project or aspects of the project
- Serve as subject matter experts
- Provide resources such as support, policy changes, resources, and time

Stakeholder analysis

It is helpful to consider which of the four roles each stakeholder may play in your action planning and translation work. The possible roles are:

- Responsibility
- Approval
- Consult
- Inform

Remember that one stakeholder may fill different roles, depending on the action. Completion of the Stakeholder Analysis Tool will help clarify roles and responsibilities. The descriptions of responsibilities for each role provided on the form will be helpful in this process.

References

Agency for Healthcare Research and Quality. (2014). Stakeholder Guide 2014. Retrieved from www.effectivehealthcare.ahrq.gov. AHRQ Publication No. 14-EHC010-EF. Replaces Publication No. 11-EHC069-EF