

Putting it All Together

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions:

- Using the results of **Identifying Internal and External Stakeholders**, list the groups from whom you want to get information in column 1 of the table below. Include internal and external stakeholder groups.
- Using the results of **Reviewing Information-Gathering Topics**, list the topics about which you want to gather information in column 2 of the table below. Remember that within each topic you can narrow the list of questions so that you only ask the questions that are relevant to your organization. You can also add to the list if there are questions you want to ask that are not included in a particular topic.
- Decide which of the three basic tools you will use to gather information from stakeholders (surveys, interviews, or focus groups), and record your selections in column 3. Remember to think seriously about how much information you need and to discriminate between what is important and what is simply interesting. It takes organizational resources (time, money, and energy) to complete information gathering and you want to be sure that resources are expended wisely.
- Decide who will administer/implement each information-gathering activity and record name(s) of person(s) responsible in column 4.

Example

1. Whose opinions will you solicit? (internal and external stakeholders) From Identifying Internal and External Stakeholders	2. Which topics will you focus on? (mission, governance, personnel, culture, volunteers, programs/clients, community relations, fundraising) from Reviewing Information-Gathering Topics	3. What data collection tools will you use? (surveys, interviews, focus groups)	4. Who will be responsible for getting the task completed? (a consultant, someone on your staff, board, etc.)

Example 1: Board members	Mission, governance, programs/clients, community relations	Survey full board Interviews with representative sample of board (max. 6 total)	Survey: Inclusiveness Committee Interviews: John Doe, Consultant
Example 2: Clients	Programs and clients, community relations	Survey	Inclusiveness Committee

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Name of Organization _____

Date Worksheet Completed _____