The Needs Assessment Lens

Understand community needs, evidence, barriers, assets and readiness before choosing a response.

Project / organisation

Date / owner

Assessment question and decision to inform

People affected and voices still missing

Evidence source, date and confidence

Barriers and community strengths

Options, uncertainties and next check

Next action, responsible person and review date

Working guidance: adapt these prompts to your people, purpose, evidence and decision authority. This worksheet is not a validated assessment instrument.

The Practical Engagement Cycle

Plan participation around the decision, the people affected and what will happen after they contribute.

Project / organisation

Date / owner

Decision and scope for influence

People and relationships to include

Methods and access arrangements

Evidence, differences and limitations

Decision owner and feedback date

Next action, responsible person and review date

Working guidance: adapt these prompts to your people, purpose, evidence and decision authority. This worksheet is not a validated assessment instrument.

Principles for Working With Communities

Keep dignity, purpose, access and accountability at the centre of community engagement.

Project / organisation

Date / owner

Purpose and influence statement

Whose perspectives are absent

Participation barriers and adjustments

Community strengths and existing relationships

Feedback commitment and responsible person

Next action, responsible person and review date

Working guidance: adapt these prompts to your people, purpose, evidence and decision authority. This worksheet is not a validated assessment instrument.

Community Readiness Checklist

Check the conditions for useful participation before inviting people into an engagement process.

Project / organisation

Date / owner

Readiness area

Evidence of readiness

Gap or risk

Action and responsible person

Review date and decision to proceed

Next action, responsible person and review date

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Stakeholder Mapping for Trust and Influence

Map formal authority alongside lived experience, relationships and trusted community connections.

Project / organisation

Date / owner

Person or group and relationship to the issue

Interests, experience and concerns

Authority, influence and trusted connections

Appropriate engagement method

Relationship owner and next contact

Next action, responsible person and review date

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Facilitation Principles for Diverse Rooms

Hold the purpose, people and process together so different perspectives can contribute to useful work.

Project / organisation

Date / owner

Session purpose and decision boundaries

Participants and access needs

Participation methods and timing

Tensions, themes and unresolved questions

Decisions, owners and follow-up

Next action, responsible person and review date

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From Consultation to Action

Turn what people share into traceable decisions, practical responsibilities and a clear response.

Project / organisation

Date / owner

Consultation finding and supporting evidence

Decision or response with rationale

Action owner and dependencies

Review point and evidence of progress

Feedback channel and communication date

Next action, responsible person and review date

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