

# ASSESSMENT



A template from UW-Madison  
Engineering Professional Development  
[epd.wisc.edu](http://epd.wisc.edu)



## Step 1: Who are my stakeholders?

Name _____	Position _____
Name _____	Position _____
Name _____	Position _____
Name _____	Position _____
Name _____	Position _____
Name _____	Position _____
Name _____	Position _____



## GOAL:

**Each stakeholder should have this value statement:**

In my role as \_\_\_\_\_  
I need, want, or expect \_\_\_\_\_  
because \_\_\_\_\_.



## Step 2: Complete the Stakeholder Questionnaire:

---

1. What is a high-level description of the project?
2. Why is this project needed / required?
3. What will make this project a success?
4. What metrics should be used to measure success?
5. What business functions does this project support or impact?

6. Who will be the main users of the end product of this project?
7. Will a current system or product be impacted by this project?
8. What constraints do you believe are associated with this project?
9. What factors or risks could cause this project to fail to meet it's objectives?
10. What will be your role on this project?
11. Which users should participate in acceptability testing of the project deliverables?
12. What are your communications requirements and / or expectations on this project?
13. Prioritize the relative importance of scope, time, and cost?
14. Who else do you consider to be a stakeholder for this project?
15. Are there other specific requirements or expectations for this project that have not been addressed by these questions?



## **Want to get certified in Technical Leadership?**

**For more information on how to earn this  
certification or get project management  
training, visit [epd.wisc.edu/tlc](http://epd.wisc.edu/tlc)**

