

Stakeholder Selection Rubric



OVERVIEW

The next step in the fiscal mapping process is to identify a core group of staff, key stakeholders, and experts who will assist in the effort.

First, the community partners should name a project manager to direct and manage the fiscal mapping work. The project manager will set meeting agendas, manage the project timeline, aggregate data and information, manage document version control, ensure the work is aligned with overarching goals, and be a single point of contact for the project.

Additionally, a community may choose to form an advisory group comprised of key leaders and stakeholders that set the table for a successful process. Some communities chose to collect and analyze data with the assistance of work groups or subcommittees with expertise in particular service or goal areas.

This rubric provides a place to record decisions made about who to involve in the fiscal mapping project, and when to involve them. In the following rubric, we also outline how this tool could be used.

Stakeholder Selection Rubric

WHO	WHEN TO ENGAGE				
	Determine Fiscal Mapping Goals	Design the Study Approach	Collect Data	Analyze Data	Communicate Results
<p>Project Manager or Staff Liaison Coordinates planning and research work for each entity</p>					
<p>Advisory Group A high-level group that addresses key questions about research parameters & is most useful at the beginning of a process</p>	✓				
<p>Working Group Individuals who meet regularly throughout the mapping process and help guide the research</p>		✓		✓	✓
<p>Consultant A research center, university, or consultant hired to conduct the fiscal mapping study, spearhead data collection and analysis, and write the final report</p>					
Additional Expertise					
<p>Has knowledge of funding streams & how they flow in the community NAME & ORG:</p>					
<p>Can access data on spending NAME & ORG: State Office of Management and Budget</p>			✓		
<p>Can help in understanding spending figures NAME & ORG:</p>					
<p>Understands community needs & concerns, can help put data in context NAME & ORG:</p>					
<p>Influences how public or private resources are spent NAME & ORG:</p>					

Adapted from: *Follow the Money—A Tool for Mapping Funds for Out-of-School Time Initiatives*, The Finance Project, November 2009