

Sample Stakeholder Outreach Plan for a Domestic Violence Service Provider

Stakeholder Type	How many to target?	Name	Organization	Type of Contact	Assigned to contact	Phone	Email	Status	Notes
Staff	15			All staff meeting					Keep informed throughout and solicit input at all staff meeting in April
Board	12								Involved throughout
Clients	8 to 12	Shelter residents		Focus group					May
	6 to 8	Support group participants		focus group					May
Volunteers	80			online survey					Late-April, administered by Volunteer Coordinator
Donors	25			phone calls by board members to selected donors					May, provide script and contact list for each participating board member
Former donors	10			phone calls by development director					May, provide script
Former board members	12			gathering at Susan's home					Early June, informal focus group plus social time
"System" reps	6 to 8	Detectives, welfare workers, prosecutors		telephone interviews by planning committee members					April-May, provide script