

Fellows Project Situation Assessment

Each collaborative project is unique, and you may find that some of the questions below do not apply to your project (or that some important questions are missing).

1. Collaborative project origins and timeline

- **What issue or event brought people together for your project?**
- **What are the specific issues, needs, or problems that your project is addressing?**
- Create a timeline of important events for your project

2. Context and setting

- Describe your project setting in demographic, social, economic, biological, and physical terms.
- **What are the major land use activities?**
- **What is the state of the ecosystem or natural resource of concern? How will it be impacted by your project?**
- **At what spatial scale are you working (may be multiple scales)?**
- **What are the jurisdictional, physical, cultural boundaries within and/or across the project area? Include or create a map.**

3. **Participation (All of these)**

- Who are your stakeholders ** (may be individuals or represented groups/ organizations) and what are their interests?
- Complete the situation assessment table in your retreat program.
- Draw a diagram showing the relationships between these stakeholders (how do they interact with one another? Are there conflicts?)
- Are there groups that may have a clear stake in the issue but who are not participating in your project? Why are they not participating?
- How will you be perceived by the stakeholders with respect to the issues?
- How are you engaging these stakeholders in your project? (data collection, project planning, monitoring, meetings, surveys, interviews, etc.)

4. **Community Collaboration (All of these)**

- What aspects of your project could/will improve community well-being and how?
- Describe your communities (communities are made up of multiple stakeholders -eg. researchers, livestock herders, coffee growers, etc.).
- How will your work support what local communities what to learn?
- How will you empower local voices?
- The issue affects different community members differently – who realizes costs? who realizes benefits? from your project.

5. Structure, governance, process

- **What is your vision for your project? What does success look like?**
- What are the roles and responsibilities of each team member and your collaborators (individual and/or groups)?
- How will you make decisions for your project?
- What kinds of activities will you undertake to achieve your project's intended outcomes? (These might include designing, prioritizing, or implementing management actions; crafting, informing, or influencing policy; information sharing; education or outreach efforts; developing market incentives; etc.)
- What is your evaluative process? How will you track your progress?
- **What challenges do you predict for your project? How will you address them?**

**** Stakeholders are people who...**

- are directly affected by the outcome of a decision, conflict or situation
- value the outcome of a decision
- have capacity or potential capacity to affect the outcome of a decision (to obstruct a decision or its implementation)
- have the authority to make and/or implement the decision