

Family Caregiver Guidelines

Planning Questionnaire

WHO?

Questions to consider:

1. Who is your target audience?
(See appendix 6.3: Planning Activities - Thought Shower and Stakeholder Analysis)

2. How would you classify the organization?

- | | |
|---|--|
| <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Government/Policy Maker |
| <input type="checkbox"/> Hospital Service Provider | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Community Service Provider | |

3. What is your relationship with this audience?

4. Who is your contact person for this audience? What are their contact details?

WHY?

Questions to consider:

5. Why target this audience?

6. Which recommendations will be most relevant to their work?

WHAT?

Questions to consider:

7. What are your objectives for this audience?

8. What are your key messages for this audience?

9. What is the best way to communicate with this audience?
Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Email | <input type="checkbox"/> Presentation |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Working meeting |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Social media | |
| <input type="checkbox"/> Informal meeting | |

10. What kind of contact or meeting is this?
Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Initial Pitch | <input type="checkbox"/> Prioritizing Ideas and Action |
| <input type="checkbox"/> Information Sharing | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Presentation | |
| <input type="checkbox"/> Information Gathering and Discussion | |

11. Which tools will help you communicate your message?
Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Summary Document | <input type="checkbox"/> Dotmocracy |
| <input type="checkbox"/> Personal Story | <input type="checkbox"/> Thought Shower |
| <input type="checkbox"/> PowerPoint Presentation | <input type="checkbox"/> Mind Mapping |
| <input type="checkbox"/> Recommendations Handouts | <input type="checkbox"/> Facilitator Guide |
| <input type="checkbox"/> Data and statistics | |

WHEN?

Questions to consider:

12. When do you expect to meet?

13. How much time do you have to prepare for this meeting?

14. How long will the meeting be?

WHERE?

Questions to consider:

15. Where will your meeting take place?

At their office

I will book a space elsewhere:

My work space

16. What resources are available to you there?

Audio/Visual Display

Other:

Flipcharts

Whiteboard

Handouts

HOW?

Questions to consider:

17. How many people do you expect to attend?

18. How will you follow up on this meeting, if required?
(Discuss with contact person in advance.)

Notes