



## WORKSHEET #1:

### **Determine the purpose and need for a capacity building assessment**

Please answer each question below; there is no right or wrong answer. The aim of this worksheet is to guide the discussion and confirm with everyone the final agreement on the assessment's purpose and intended use.

1. What do we want to know or learn about our capacity building activities? Why?

---

---

---

---

2. How will answers to these questions be helpful to us? How will we use that information?

---

---

---

---

3. What do our executive leadership or authorizers want to know about our work and how could their questions be answered by this assessment?

---

---

---

---

4. Who is the audience of this assessment's results? Is it meant for internal and/or external audiences?

---

---

---

---

5. Who are the stakeholders and decision makers that need to be involved in the assessment process? How could we engage them?

---

---

---

---