HOW TO ADD A STAKEHOLDER ENGAGEMENT ITEM

Each program is required to submit one Stakeholder Engagement item. To add it, log in to Planning, navigate to the main table of contents for a program, and click on the + Plan Item button to the right of the screen to select Stakeholder Engagement:

That will add the item to the program’s assessment plan/table of contents.

When you click on the new item to open it, please change the default title (“New Stakeholder Engagement Item”), following the instructions in italics under the Program Stakeholders section:

The final step is to complete two sections: Stakeholder Groups (checkboxes) and Engagement Plan (a brief statement of how you get feedback from one of the groups on your assessment efforts). Here’s a completed example:
Starting in AY23-24, programs will also be required to complete the Stakeholder Feedback section with a brief summary of the feedback received from your stakeholders:

Click Done at the bottom of the window and you’re all set!