Stakeholder Update Evaluation Sheet

Project/Initiative:

Evaluator Name:

Date:

Stakeholder Update Details

Stakeholder(s):

Summary of Update:

Evaluation Criteria

Criteria	Evaluation (1-5)	Comments
Clarity of Information		
Relevance to Stakeholders		
Timeliness of Update		
Action Points Clearly Identified		
Responsiveness to Previous Feedback		

Overall Comments

Follow-up Actions: