




 <b>Key stakeholders</b>	 <b>Key roles</b>	 <b>Functions of each role</b>	 <b>Key resources</b>	 <b>Communication plan</b>	 <b>Revenue streams</b>
<p>[Define the stakeholders]</p> <p>Guiding question: -Is the role of each stakeholder clear?</p>	<p>[Define the role of each stakeholder]</p> <p>Guiding question: -Do the stakeholders possess the necessary skills to fulfill each role?</p>	<p>[Describe the functions of each role]</p> <p>Guiding question: -Is the flow of work clear?</p>	<p>[Describe the resources]</p> <p>Guiding questions: -Is there an appropriate platform for the management of volunteers?  -Is there an available repository for the audio books?  -Is there a space for physical meetings?</p>	<p>[Define the procedures and the media of communication]</p> <p>Guiding questions: -Have I established appropriate communication procedures for new volunteers?  -Do I have the necessary communication channels in place?</p>	<p>[Describe the revenue streams]</p> <p>Guiding questions: -Are the available resources sufficient?  -Do the current staff have the necessary time to carry out the action?</p>

**Guidelines for assessing the guiding questions**

1. For each guiding question, assess your answer using the following colors:  
Green: **Yes**, Yellow: **Maybe**, Red: **No**
2. For each guiding question, assess the level of risk:  
In a frame: When there is a risk / Without a frame: When there is no risk
3. After completing the above assessment cycle, group the questions marked yellow, red, and in a frame, and brainstorm possible solutions.

