# Worksheet 5: Develop Reporting Protocols

***Instructions:*** *Use the following worksheet to plan reporting protocols and to help craft a story to tell with your performance data based on each of your stakeholders’ interests.*

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| **Key Stakeholder**  | **Why is this stakeholder interested in your program? How are they impacted?** | **Which metrics and indicators interest this group the most?**  | **What methods would you use to report performance? (e.g. graphs, visuals, presentations)** | **Using the performance data, what key points would you include in your performance story?** |
| **Metrics/****Indicators** | **Reporting Frequency** |
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