



**Georgia
Tech**

CREATING THE NEXT

Sending Assessments to Stakeholders and Viewing Results

Quick Reference Guide

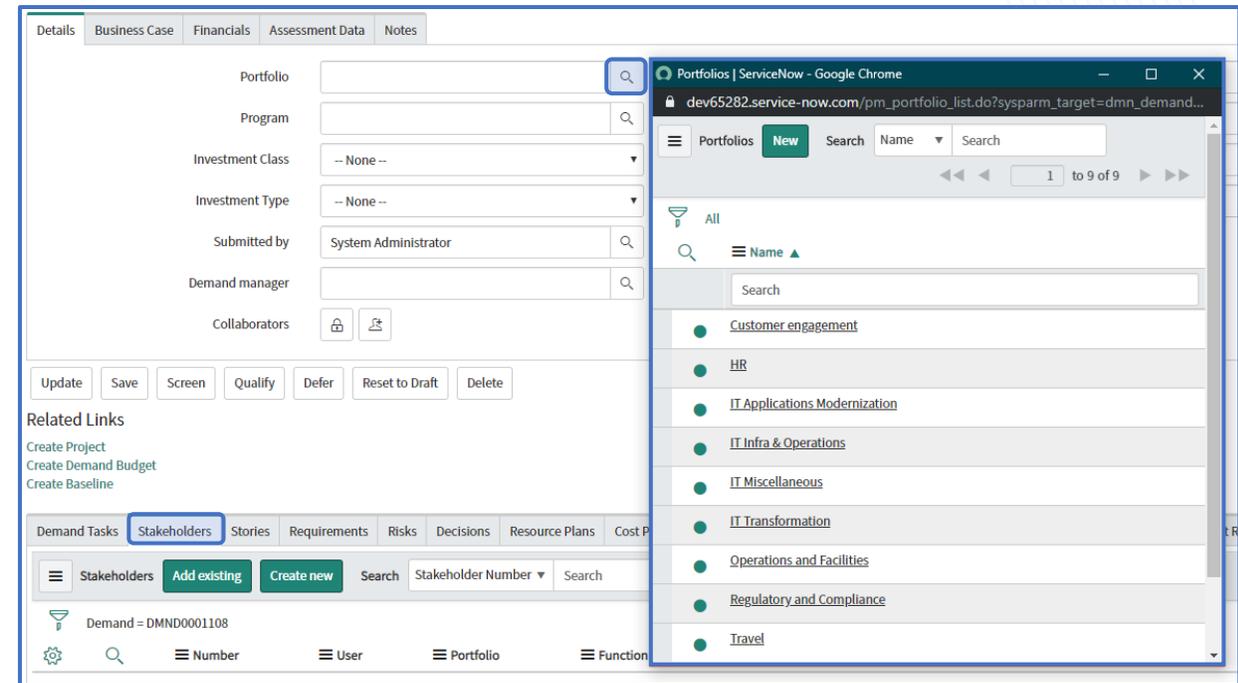
Sending Assessments to Stakeholders and Viewing Results

ServiceNow Assessments provides comprehensive data by collecting detailed process and performance insights from a broad base of stakeholders. Make decisions faster with **Assessments**, which allows you to evaluate, score, and rank items, and provide normalized results.

Adding Stakeholders & Assessment Recipients:

1. Navigate to Demand > Demands > All.
2. Select the demand to which you want to add stakeholders.
3. From the **Portfolio** field under the Details tab, select a **Portfolio**
4. Stakeholders from the Portfolio are automatically added.

See Page 2 for how to add additional recipients.



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To add additional recipients:

1. Navigate to the Stakeholders Related List
2. Click **Create New**
3. Fill out the New Stakeholder form and click **Submit**

The screenshot shows the 'Stakeholders (3)' tab in the 'Assessment Results' section. A 'Create new' button is highlighted. Below it, the 'Stakeholder Register' form is shown with fields for Number, User, Portfolio, Level of Interest, Function, Assessment recipient, Approver, Influence, and Engagement. The 'Assessment recipient' field is set to 'No'.

To send an assessment:

1. Make sure the **Assessment Required** box is checked on the Assessment Data tab:
2. If the Assessment Recipient is set to Yes, the Stakeholder will receive the Assessment.

The screenshot shows the 'Assessment Data' tab with fields for Impact (3 - Low), Risk (5), Value (5), T-Shirt size (S - Small), and Score (0). The 'Assessment Required' checkbox is checked.

The screenshot shows the 'Stakeholders (3)' tab with a table of stakeholders. The 'Assessment recipient' column is highlighted. The table has the following data:

Number	User	Portfolio	Function	Influence	Level of Interest	Engagement	Approver	Assessment recipient
STAK0001003	Kennith Peto	IT Transformation	BRM	High	High	Leading	No	No
STAK0001002	Neva Marsell	IT Transformation	Business Analyst	High	Medium	Neutral	Yes	No
STAK0001001	Heath Vanalphen	IT Transformation	Director of Finance	High	High	Supportive	No	Yes

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Sending an Assessment:

1. Once you have confirmed the **Assessment Required** box is checked, the recipients are added and Assessment Recipients fields are set to Yes, you are ready to send assessments.
2. To send the assessment, move the Demand from the Submitted State to the Screening State by clicking the **Screen** button at the top of the page.

Viewing the results:

1. To see the results of Assessments, click on the **Assessment Data** tab:

If you need to see the details of the Assessment results, please see the Assessment Results related list at the bottom of the page.

The screenshot shows the top portion of a ServiceNow form for 'Demand ServiceNow PPM Implementation'. At the top, there is a navigation bar with a 'Follow' dropdown and buttons for 'Update', 'Save', 'Screen', 'Qualify', 'Defer', 'Reset to Draft', and 'Delete'. Below this is a progress bar with states: Draft (checked), Submitted, Screening, Qualified, Approved, and Completed. The 'Submitted' state is highlighted. Below the progress bar, there are input fields for: Name (ServiceNow PPM Implementation), Number (DMND0001108), Category (Strategic), Start date, Type (Project), and Due date.

The screenshot shows the 'Assessment Data' tab selected in the form. The tab bar includes 'Details', 'Business Case', 'Financials', 'Assessment Data' (highlighted), and 'Notes'. The form contains several fields: Impact (3 - Low), T-Shirt size (S - Small), Risk (8), Score (6), Value (8), and Assessment Required (checked). At the bottom, there are buttons for 'Update', 'Save', 'Approve', 'Defer', 'Reset to Draft', and 'Delete'.