SWOT analysis template

## Risk-Informed Development Guide: Tool 7

Strengths, weaknesses, opportunities and threats (SWOT) can be analysed to prioritise risks to be addressed in a participatory way.

# How to do a SWOT analysis

To complete a SWOT analysis, groups should begin by listing internal strengths and weaknesses. These can be related to their people (social, economic and cultural factors), place (physical environment, ecosystem services factors) and systems (institutions, mechanisms, political/governance factors) context.

It should relate to those who have organised themselves to complete risk-informed development planning, and those taking part (or represented) in the SWOT exercise.

Groups should then list external threats and opportunities. This should be related to the wider environment, or stakeholders and duty bearers who are not directly involved in the emerging process.

Information from other sources, such as knowledge gathered by other tools in the risk-informed development process, can be utilised.

Answers can be presented for everyone to see in a large table such as the one shown on the next page.

|  |  |
| --- | --- |
| **Strengths** | **Opportunities** |
| 1.  2.  3. | 1.  2.  3. |
| **Weaknesses** | **Threats** |
| 1.  2.  3. | 1.  2.  3. |

To further analyse the results and make strategic decisions on which risks to be addressed as a priority in future actions, ask the following questions:

* What strategies will use identified strengths to maximise opportunities?
* What strategies will use identified strengths to minimise threats?
* What strategies will minimise weaknesses by taking advantage of opportunities?
* What strategies will minimise weakness and avoid threat?

Answers can be presented for everyone to see in a large table such as the example on the next page. The information provided can be referred to as the group moves to other stages of the risk-informed development process.

|  |  |  |
| --- | --- | --- |
|  | **External stakeholder opportunities**  **1.**  **2.**  **3.** | **External stakeholder threats**  **1.**  **2.**  **3.** |
| **Internal stakeholder strengths**  **1.**  **2.**  **3.** | **Strategies that use strengths to maximise opportunities**  **1.**  **2.**  **3.** | **Strategies that use strengths to minimise threats**  **1.**  **2.**  **3.** |
| **Internal stakeholder weaknesses**  **1.**  **2.**  **3.** | **Strategies that minimise weaknesses to make use of opportunities**  **1.**  **2.**  **3.** | **Strategies that minimise weaknesses and avoid threats**  **1.**  **2.**  **3.** |