Stakeholder Engagement Plan Template

1. Project Overview
- Project Name: [Enter your project name]
- Project Manager: [Enter the name of the person responsible for the project]
- Start Date: [Enter start date]
- End Date: [Enter end date]
- Project Description*: [Briefly describe what the project is about]

2. Stakeholder List
- Name: [List each stakeholder's name or group]
- Role: [What is their role in the project?]
- Interest: [What are they interested in?]
- Influence: [How much power or influence do they have over the project?]

3. Communication Plan
- Stakeholder: [Name of the stakeholder]
- Preferred Method of Communication: [Email, meetings, phone calls, etc.]
- Frequency of Communication: [How often will you update them? Weekly, monthly, etc.]
- Type of Communication: [Progress updates, reports, surveys, etc.]

4. Engagement Strategy
- Stakeholder: [Name of the stakeholder]
- Engagement Goal: [What do you want to achieve with this stakeholder? Trust, feedback, approval, etc.]
- Action Steps: [What actions will you take to engage them? Meetings, presentations, surveys, etc.]
- Person Responsible: [Who will manage this stakeholder?]

5. Feedback and Concerns
- Stakeholder: [Name of the stakeholder]
- Feedback Method: [How will you collect feedback? Surveys, interviews, etc.]
- Concerns Raised: [Any issues or concerns from the stakeholder]
- Response Plan*: [How will you address their concerns?]

6. Timetable
- Communication Timeline: [Create a simple timeline for when each stakeholder will be contacted]
- Key Milestones: [List the major project milestones and when stakeholders will be updated]

7. Monitoring and Adjusting
- Regular Reviews: [Schedule regular reviews of stakeholder engagement and adjust the plan as needed]
- Who Reviews: [List who will monitor and update the plan]

This template helps ensure you're actively engaging with stakeholders, keeping them informed, and addressing any concerns.