

Engage with your stakeholders in ways that work

P15: DESIGNING THE ENGAGEMENT PROCESS



SUMMARY TEMPLATE T15: STAKEHOLDER ENGAGEMENT PLAN*

Overview			
Subject of Engagement - Scope:			
Strategic Objectives - Intended Outcomes:			
Engagement Approach - Method(s):			
Targeted Stakeholder Groups & Representatives:			
Practical Plan			
	Activities & Resources	Responsibility	Timeframe
Preparation			
Invitation / publicity			
Pre-information			
Logistics			
Venue, timing			
Transport, food, lodging etc.			
Equipment etc.			
Participants reimbursement			
Process to meet desired outcomes			
Agenda/plan for the event			
Ground rules and terms of reference			
On the day roles and facilitation			
Record keeping and Assurance			
Assurance Procedure			
Feedback to participant			
Wider communication of results			
Signals of success (hoped for inputs and outcomes)			
Participant satisfaction feedback method			
Risk Assessment			
Risks:			
Contingency plan:			