

Stakeholder Engagement Plan

What are our purposes?

- To...
- To...

What is the scope of the engagement?

Our engagement focus is:

- ...
- ...
- ...

Negotiables:

- ...
- ...

Non-negotiables:

- ...
- ...

How will we meet our engagement purposes?

- ...
- ...

What is the budget?

Item	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

[Stakeholder Engagement Planning Template \(pm-training.net\)](http://pm-training.net)

Roles and responsibilities

Stakeholder Engagement Plan

Person (internal and external participants)	Role	Responsibilities

Who are we engaging and how do we reach them?

External stakeholders:

Stakeholder name	Methods to reach them
<i>e.g. EPA, Local Government, project partners, technology suppliers, trades, other contractors, etc.</i>	

Community:

Stakeholder Engagement Plan

Stakeholder name	Methods to reach them
<i>e.g. particular residents and businesses that have an interest or are impacted by the site, residents and businesses that benefit from your services, community groups, local businesses networks etc.</i>	

Internal stakeholders:

Stakeholder name	Methods to reach them
<i>e.g. Board members, internal communications staff, legal staff/contractors, operations staff, finance staff etc.</i>	

When do we need to engage?

Project life cycle Stage	Engagement objectives	Audience	Level of Engagement	Engagement method	Communication Method

How do we collect input / feedback?

Information required	How it is collected	Who collects it	How it is used

INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

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