

STAKEHOLDER ENGAGEMENT PLAN

Project Management Word Template

A structured, editable document for identifying stakeholders, assessing their influence and expectations, defining engagement approaches, assigning communication ownership, and monitoring stakeholder support across the project lifecycle.

Project Name	[Enter project name]
Project Sponsor	[Enter sponsor name / title]
Project Manager	[Enter project manager name]
Organization / Department	[Enter organization or department]
Document Owner	[Enter owner name]
Version / Date	[Version 1.0] / [DD-MMM-YYYY]
Confidentiality	[Public / Internal / Confidential / Restricted]

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Template status: Editable draft. Replace bracketed guidance with project-specific content before approval.

A. Document Control

Use this page to manage ownership, version history, reviews, approvals, and distribution control.

Version History

Version	Date	Author	Change Summary	Approved By
1.0	[DD-MMM-YYYY]	[Name]	Initial stakeholder engagement plan template prepared.	[Name]
[]	[]	[]	[Describe change]	[Name]
[]	[]	[]	[Describe change]	[Name]

Document Review and Approval

Role	Name	Review / Approval Responsibility	Signature	Date
Project Sponsor	[Name]	Approves engagement strategy and stakeholder commitments.	[Signature]	[Date]
Project Manager	[Name]	Owns and maintains this plan.	[Signature]	[Date]
Communications Lead	[Name]	Validates stakeholder messaging and cadence.	[Signature]	[Date]
PMO / Governance	[Name]	Confirms alignment with governance standards.	[Signature]	[Date]

Distribution List

Recipient / Group	Role	Access Level	Distribution Method	Update Frequency
[Sponsor]	Decision maker	Full plan	Email / repository	At each major update
[Core project team]	Execution team	Full plan	Shared workspace	Weekly
[External vendor]	Delivery partner	Limited extracts	Email / portal	As needed

B. How to Use This Template

This Word template is designed to be edited directly. Keep the structure, replace bracketed text, and tailor the tables to your project's scale.

- Complete the project information and document control sections first.
- Identify internal and external stakeholders; group them where individual listing is not practical.
- Assess influence, interest, impact, current engagement, desired engagement, risks, and communication needs.
- Define targeted engagement actions instead of using one generic communication method for everyone.
- Assign an owner and review date for each major stakeholder relationship.
- Review this plan at each phase gate, major change, risk review, or sponsor steering meeting.

Editable guidance: Delete this blue guidance box after finalizing the template, or keep it as user instructions for future project teams.

Manual Table of Contents

Section	Template Area	Page / Link
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7	Engagement Strategy	[Update after editing]
8	Communication and Engagement Schedule	[Update after editing]
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1. Purpose and Scope

Define why stakeholder engagement is needed and what this plan controls.

Purpose: This section explains the intent of the stakeholder engagement plan and the boundaries of engagement for the project.

This Stakeholder Engagement Plan defines how the project team will identify stakeholders, assess their interests and influence, plan appropriate engagement activities, communicate project information, manage stakeholder expectations, resolve stakeholder concerns, and monitor support throughout the project lifecycle.

The plan applies to all internal and external stakeholders who may affect, be affected by, or perceive themselves to be affected by project decisions, activities, outputs, outcomes, or benefits.

Scope Definition

Area	Description / Placeholder
Included stakeholders	[List stakeholder groups included in this plan]
Excluded stakeholders	[List groups not managed through this plan and explain why]
Engagement period	[Start date through closure / benefits transition / operations handover]
Decision authority	[Explain which decisions stakeholders can influence or approve]
Confidentiality limits	[Describe sensitive information that must not be shared broadly]

2. Project Overview

Summarize the project context so stakeholder needs can be interpreted correctly.

Project Snapshot

Item	Details
Business need / opportunity	[Describe the reason the project exists]
Project objectives	[List measurable project objectives]
Major deliverables	[List key deliverables]
Expected benefits	[Describe benefits and value realization]
Key constraints	[Budget, timeline, resources, regulations, technology, dependencies]
High-level timeline	[Initiation / planning / execution / closure dates]
Known sensitive issues	[Concerns, political factors, organizational impacts, public concerns]

3. Stakeholder Engagement Objectives

Define what successful stakeholder engagement should accomplish.

Engagement Objectives

Objective ID	Objective	Success Measure	Target Date	Owner
SEO-01	Ensure critical stakeholders understand project purpose, benefits, and impact.	[e.g., 90% acknowledgement / attendance]	[Date]	[Owner]
SEO-02	Secure timely decisions, approvals, and issue resolution from accountable stakeholders.	[Approval cycle time target]	[Date]	[Owner]
SEO-03	Identify resistance early and convert concerns into managed actions.	[Open concerns aging / closure rate]	[Date]	[Owner]
SEO-04	Maintain stakeholder trust through consistent, transparent, two-way communication.	[Survey / feedback score]	[Date]	[Owner]

Tip: Objectives should describe outcomes, not just activities. For example, 'obtain approval within 5 business days' is stronger than 'send weekly emails'.

4. Stakeholder Identification

List stakeholders and determine whether they should be managed individually or as a group.

Stakeholder Identification Register

ID	Stakeholder / Group	Internal / External	Role	Reason for Interest	Primary Contact	Notes
STK-001	[Executive sponsor]	Internal	Approver / champion	Owns business outcome	[Name]	[Notes]
STK-002	[Customer / end user group]	External / Internal	Impacted user	Adopts or uses deliverable	[Name]	[Notes]
STK-003	[Vendor / supplier]	External	Delivery partner	Provides product/service	[Name]	[Notes]
STK-004	[Regulator / compliance]	External / Internal	Assurance authority	Requires compliance evidence	[Name]	[Notes]
STK-005	[Operations / support team]	Internal	Future owner	Maintains solution after handover	[Name]	[Notes]
STK-006	[Community / public group]	External	Affected group	Receives indirect impact	[Name]	[Notes]

Stakeholder Discovery Sources

Source	How It Will Be Used	Owner	Completion Date
Project charter / business case	Identify sponsor, beneficiaries, assumptions, and impacted functions.	[Owner]	[Date]
Organization chart	Identify leadership, support teams, and reporting lines.	[Owner]	[Date]
Contract / RFP / vendor documents	Identify supplier, customer, and legal stakeholders.	[Owner]	[Date]
Workshops / interviews	Validate hidden stakeholders, concerns, and informal influencers.	[Owner]	[Date]
Risk and issue logs	Identify stakeholders connected to risks, constraints, and decisions.	[Owner]	[Date]

5. Stakeholder Analysis Matrix

Assess each stakeholder's influence, interest, impact, support, and engagement priority.

Use a consistent rating scale, for example: 1 = Low, 2 = Medium, 3 = High, 4 = Very High. For attitude, use Resistant, Neutral, Supportive, or Leading.

Power / Interest / Impact Analysis

ID	Stakeholder / Group	Power	Interest	Impact	Current Attitude	Priority	Recommended Approach
STK-001	[Executive sponsor]	4	4	4	Supportive	Critical	Manage closely; involve in decisions
STK-002	[End users]	2	4	4	Neutral	High	Consult; provide demos and feedback loops
STK-003	[Vendor]	3	3	3	Supportive	High	Coordinate deliverables and risks
STK-004	[Compliance]	4	2	4	Neutral	High	Involve at review gates
[]	[Stakeholder]	[1-4]	[1-4]	[1-4]	[R/N/S/L]	[Level]	[Approach]
[]	[Stakeholder]	[1-4]	[1-4]	[1-4]	[R/N/S/L]	[Level]	[Approach]

Influence Mapping Notes

Stakeholder / Group	Formal Authority	Informal Influence	Dependency / Relationship	Engagement Risk
[Name/group]	[Budget / approval / resource authority]	[Trusted voice / expert / gatekeeper]	[Relationship to sponsor/team/others]	[Risk if not engaged]
[Name/group]	[]	[]	[]	[]
[Name/group]	[]	[]	[]	[]

6. Engagement Assessment

Compare current and desired stakeholder engagement levels.

Current vs Desired Engagement Matrix

Stakeholder / Group	Unaware	Resistant	Neutral	Supportive	Leading	Gap / Action Needed
[Sponsor]				C	D	Increase visible sponsorship and decision participation.
[End users]			C	D		Move from awareness to active feedback and adoption readiness.
[Operations]		C	D			Address support concerns and define handover responsibilities.
[Compliance]			C	D		Schedule early assurance reviews.
[Stakeholder]	[]	[]	[C/D]	[C/D]	[]	[Action]

Legend: C = Current engagement level. D = Desired engagement level. The goal is not to make everyone 'Leading'; it is to place each stakeholder at the right level for their role and impact.

7. Stakeholder Engagement Strategy

Define targeted actions for each stakeholder or stakeholder group.

Engagement Strategy Plan

Stakeholder / Group	Engagement Need	Strategy	Key Actions	Owner	Start	Review
[Executive sponsor]	Visible leadership and fast decisions	Manage closely	Monthly sponsor check-in; decision log review; escalation support	[PM]	[Date]	Monthly
[End users]	Adoption, feedback, readiness	Consult and involve	Demo sessions; feedback survey; user champions	[BA/Change Lead]	[Date]	Biweekly
[Operations]	Support model and handover	Collaborate	Run support readiness workshops; agree SLAs and knowledge transfer	[Workstream Owner]	[Date]	Monthly
[Regulator / compliance]	Assurance and evidence	Involve at control gates	Compliance checklist; review meetings; evidence repository	[Compliance Lead]	[Date]	At gate
[Stakeholder]	[Need]	[Strategy]	[Actions]	[Owner]	[Date]	[Cadence]

Engagement Message Map

Audience	Core Message	Proof / Evidence	Call to Action	Tone
[Sponsor / steering committee]	The project is aligned to business benefits and requires timely decisions.	Business case, milestone status, risks, benefit forecast	Approve decisions and remove blockers	Executive, concise
[End users]	The solution is designed to solve defined pain points and improve daily work.	Demos, user stories, pilot feedback	Join feedback sessions and prepare for change	Clear, practical
[Operations]	Handover readiness will be built into the plan, not left until the end.	Support model, training plan, acceptance criteria	Confirm support requirements	Collaborative
[Audience]	[Message]	[Evidence]	[Action]	[Tone]

8. Communication and Engagement Schedule

Plan who receives what information, through which channel, how often, and from whom.

Stakeholder Communication Plan

Stakeholder / Group	Information Need	Channel	Format	Frequency	Sender / Owner	Feedback Method
[Sponsor]	Status, decisions, risks, escalations	Meeting + summary email	Dashboard + decision log	Monthly / as needed	[PM]	Meeting actions
[Project team]	Tasks, blockers, changes, priorities	Team meeting / collaboration tool	Agenda + action log	Weekly	[PM]	Daily updates
[End users]	Change impact, training, go-live readiness	Townhall / workshop / email	Demo + FAQ	Monthly / milestone-based	[Change Lead]	Survey + Q&A
[Vendor]	Requirements, deliverables, issues, acceptance	Working sessions	Action register	Weekly	[Vendor Manager]	Issue log
[Stakeholder]	[Need]	[Channel]	[Format]	[Frequency]	[Owner]	[Feedback]

Engagement Activity Calendar

Date / Period	Activity	Audience	Purpose	Owner	Output / Evidence
[Date]	Kickoff briefing	All key stakeholders	Explain project purpose, scope, benefits, and expectations	[PM]	Attendance, Q&A log
[Date]	Requirements workshop	Users / SMEs	Collect needs and validate impact	[BA]	Workshop notes
[Date]	Sponsor decision review	Sponsor / steering committee	Resolve decisions and escalations	[PM]	Decision log
[Date]	Readiness review	Operations / support / users	Confirm readiness before launch	[Change Lead]	Readiness checklist
[Date]	Lessons learned engagement review	Project team and selected stakeholders	Capture engagement lessons	[PMO]	Lessons learned register

9. Expectations, Concerns, and Benefits

Capture stakeholder expectations, concerns, benefits, and possible resistance points.

Stakeholder Expectations Register

ID	Stakeholder	Expectation / Need	Project Response	Owner	Status	Due Date
EXP-001	[Sponsor]	[e.g., monthly benefit tracking and forecast confidence]	[Define benefit reporting approach]	[PM]	Open	[Date]
EXP-002	[End users]	[e.g., minimal disruption during transition]	[Prepare training and support approach]	[Change Lead]	Open	[Date]
EXP-003	[Operations]	[e.g., complete handover documentation]	[Add handover checklist to project plan]	[Owner]	Open	[Date]
[]	[Stakeholder]	[Expectation]	[Response]	[Owner]	[Status]	[Date]

Concerns and Resistance Log

Concern ID	Stakeholder / Group	Concern / Objection	Cause	Impact if Unresolved	Response Action	Owner	Status
CON-001	[Operations]	Support workload may increase after go-live	Unclear operating model	Low adoption / service issues	Define support model and train team	[Owner]	Open
CON-002	[Users]	New process may slow daily work	Fear of change / unclear benefits	Resistance to adoption	Demo improvements and gather feedback	[Owner]	Open
[]	[Stakeholder]	[Concern]	[Cause]	[Impact]	[Action]	[Owner]	[Status]

10. Roles and Responsibilities

Assign accountability for stakeholder engagement activities.

Stakeholder Engagement RACI

Activity	Project Sponsor	Project Manager	Communications Lead	Workstream Owner	PMO	Stakeholder Owner
Approve engagement plan	A	R	C	C	C	I
Identify and analyze stakeholders	C	A/R	C	R	C	C
Prepare communication content	I	A	R	C	C	C
Conduct stakeholder meetings	C	A/R	R	R	I	R
Manage stakeholder concerns	C	A	R	R	C	R
Escalate unresolved issues	A/R	R	C	C	C	I
Report engagement health	I	A/R	R	C	C	I

RACI legend: R = Responsible, A = Accountable, C = Consulted, I = Informed. Keep one accountable owner for each activity wherever practical.

Stakeholder Relationship Owners

Stakeholder / Group	Relationship Owner	Backup Owner	Expected Contact Cadence	Escalation Path
[Sponsor]	[Project Manager]	[PMO Lead]	Weekly / Monthly	Sponsor -> Steering Committee
[End users]	[Change Lead]	[Business Lead]	Biweekly / milestone-based	Change Lead -> PM
[Vendor]	[Vendor Manager]	[Procurement Lead]	Weekly	Vendor Manager -> PM -> Sponsor
[Stakeholder]	[Owner]	[Backup]	[Cadence]	[Path]

11. Escalation and Issue Management

Define how stakeholder issues, conflict, delayed decisions, and objections will be managed.

Escalation Triggers

Trigger	Threshold	First Response	Escalation Owner	Escalate To	Target Resolution
Decision delayed	> [X] business days after due date	Confirm blocker and revised date	[PM]	Sponsor / steering committee	[X] days
Stakeholder resistance	High-impact stakeholder remains resistant	Hold 1:1 concern discussion	[Relationship Owner]	PM / sponsor	[X] days
Communication failure	Message not received or understood	Re-issue with clearer channel / format	[Comms Lead]	PM	[X] days
Public / regulatory concern	External complaint or compliance risk	Log concern and notify governance	[Compliance Lead]	Sponsor / Legal	Immediate
Conflict between stakeholders	Impacts scope, schedule, cost, quality, or benefits	Facilitated resolution session	[PM]	Sponsor	[X] days

Stakeholder Issue Log

Issue ID	Date Raised	Raised By	Issue Description	Impact	Action / Decision Needed	Owner	Status
ISS-001	[Date]	[Name]	[Describe issue]	[Impact]	[Action/decision]	[Owner]	Open
ISS-002	[Date]	[Name]	[Describe issue]	[Impact]	[Action/decision]	[Owner]	Open
[]	[Date]	[Name]	[Issue]	[Impact]	[Action]	[Owner]	[Status]

12. Engagement Risk Register

Identify stakeholder-related risks and mitigation actions.

Stakeholder Engagement Risks

Risk ID	Risk Statement	Stakeholder / Group	Probability	Impact	Response Strategy	Owner	Review Date
SER-001	If sponsor participation is inconsistent, then decisions may be delayed and stakeholder confidence may decline.	Sponsor / steering committee	Medium	High	Schedule recurring sponsor reviews and decision log follow-up.	[PM]	[Date]
SER-002	If end users are not involved early, then requirements may be rejected during acceptance or adoption.	End users	Medium	High	Plan demos, pilots, and feedback loops during design and testing.	[BA / Change Lead]	[Date]
SER-003	If operations readiness is not addressed, then handover may fail or support costs may increase.	Operations	Medium	High	Build support readiness checklist and knowledge transfer plan.	[Owner]	[Date]
[]	[If ... then ...]	[Stakeholder]	[Low/Med/High]	[Low/Med/High]	[Response]	[Owner]	[Date]

Risk connection: Stakeholder engagement should be reviewed alongside the project risk register because stakeholder resistance, delayed approvals, unclear expectations, and poor communication can create schedule, cost, quality, and benefits risks.

13. Monitoring, Reporting, and KPIs

Track the health of stakeholder engagement and decide when action is needed.

Stakeholder Engagement Dashboard Measures

Metric	Definition	Target	Data Source	Reporting Frequency	Owner
Engagement coverage	% of priority stakeholders with an assigned engagement action	[e.g., 100% critical / 90% high]	Engagement strategy table	Monthly	[PM]
Decision cycle time	Average time to obtain required stakeholder decisions	[e.g., <= 5 business days]	Decision log	Monthly	[PM]
Concern closure rate	% of stakeholder concerns closed by due date	[e.g., >= 85%]	Concerns log	Biweekly	[Comms Lead]
Meeting participation	% attendance by required stakeholders	[e.g., >= 90%]	Attendance records	Monthly	[PMO]
Sentiment / support trend	Movement from resistant/neutral to supportive/leading	[Improve each review cycle]	Engagement assessment	Monthly / phase gate	[PM]

Engagement Review Summary

Review Date	Overall Engagement Health	Key Improvements	Key Concerns	Decisions Needed	Next Review
[Date]	Green / Amber / Red	[What improved]	[Main concerns]	[Decision / support needed]	[Date]
[Date]	Green / Amber / Red	[What improved]	[Main concerns]	[Decision / support needed]	[Date]

14. Review and Change Control

Define when the stakeholder engagement plan must be updated.

Plan Review Rules

Review Event	Review Question	Required Action	Owner
Project phase gate	Have stakeholders, influence levels, or engagement needs changed?	Refresh analysis and engagement actions.	[PM]
Major scope change	Who is newly affected and who needs re-approval?	Update stakeholder list, messages, and approval path.	[PM / Change Lead]

Review Event	Review Question	Required Action	Owner
High-impact risk or issue	Which stakeholders can help resolve or are affected by the risk?	Update risk-related engagement actions.	[Risk Owner]
Go-live / transition	Are impacted groups ready, trained, and supported?	Complete readiness engagement checklist.	[Change Lead]
Benefits review	Are stakeholders supporting realization of benefits?	Update sponsor and owner engagement actions.	[Benefits Owner]

Change Control Log

Change ID	Change Requested	Reason	Impact on Engagement Plan	Approved By	Date
CHG-001	[Describe requested change]	[Reason]	[Impact]	[Name]	[Date]
[]	[Describe requested change]	[Reason]	[Impact]	[Name]	[Date]

15. Final Approval and Sign-Off

Use this section to approve the stakeholder engagement plan before execution.

By signing below, the approvers confirm that this Stakeholder Engagement Plan is suitable for use, aligned with project governance requirements, and ready to guide stakeholder communication and engagement activities.

Approval Signatures

Approver Role	Name	Signature	Date	Comments
Project Sponsor	[Name]	[Signature]	[Date]	[Comments]
Project Manager	[Name]	[Signature]	[Date]	[Comments]
PMO / Governance	[Name]	[Signature]	[Date]	[Comments]
Business Owner	[Name]	[Signature]	[Date]	[Comments]

Appendix A. Stakeholder Category Guide

Use this guide when identifying stakeholders and grouping them into manageable categories.

Common Stakeholder Categories

Category	Examples	Typical Engagement Need
Governance	Sponsor, steering committee, PMO, portfolio board	Decisions, approvals, benefits alignment, escalation support
Delivery	Project team, workstream leads, vendors, suppliers	Scope clarity, responsibilities, risks, schedule coordination
Business	Business owners, process owners, department heads	Requirements, benefits, adoption, operational impact
Users	End users, super users, customer representatives	Awareness, training, feedback, readiness, adoption
Assurance	Quality, risk, compliance, audit, legal, security	Evidence, controls, review checkpoints, approvals
External	Customers, regulators, partners, community, media	Transparent information, feedback mechanisms, regulatory compliance

Appendix B. Engagement Method Menu

Select engagement methods based on stakeholder priority, information need, sensitivity, and desired engagement level.

Engagement Methods

Method	Best Used For	Strength	Watch-Out
1:1 meeting	High-influence stakeholders, concerns, sensitive issues	Builds trust and context	Can become informal if not documented
Workshop	Requirements, impact analysis, decision alignment	Creates participation and shared understanding	Needs skilled facilitation
Townhall / briefing	Large groups and broad awareness	Efficient for updates	Limited depth unless Q&A is managed
Steering committee	Decisions, escalations, governance oversight	Formal authority and accountability	Needs clear pre-read and decision log
Dashboard	Status, KPIs, risks, milestones	Consistent visibility	May not explain context or sentiment
Survey / feedback form	Sentiment, readiness, anonymous feedback	Scalable feedback collection	Low response rate without follow-up
Change champion network	Adoption and local communication	Uses trusted peer influence	Requires training and support
FAQ / knowledge base	Repeated questions and self-service	Reduces confusion	Must be maintained

Appendix C. Reference Guidance Used to Build This Template

This template structure was informed by current project-management stakeholder engagement guidance and commonly used template components.

Project Management Institute (PMI) describes a stakeholder as an individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a project decision, activity, or outcome. PMI guidance also describes a stakeholder management plan as a subsidiary plan that defines processes, procedures, tools, and techniques to engage stakeholders based on their needs, interests, and potential impact.

ProjectManagement.com notes that stakeholder management planning includes identifying stakeholders, analyzing expectations and impacts, and developing appropriate strategies for engaging stakeholders in project decisions and execution. Its template components include stakeholder view, attitude, role, communication needs, communication methods, relationships, pending changes, and engagement approaches.

The Association for Project Management (APM) emphasizes engagement and influence, noting that project managers often rely on engagement because they may not have formal authority over all stakeholders. APM's stakeholder engagement principles also stress understanding stakeholders before attempting to influence them.

Smartsheet's published stakeholder engagement template guidance highlights practical template fields such as stakeholder name, role, engagement level, influence level, communication method, communication frequency, expectations, concerns, and engagement approach.

References

Source	Guidance Area	URL
PMI - Engaging Stakeholders for Project Success	Definitions and stakeholder engagement planning principles	https://www.pmi.org/learning/library/engaging-stakeholders-project-success-11199
ProjectManagement.com - Stakeholder Management Plan	Template fields and stakeholder planning components	https://www.projectmanagement.com/deliverables/282408/Stakeholder-Management-Plan
APM - Stakeholder Engagement	Professional guidance on engaging and influencing stakeholders	https://www.apm.org.uk/resources/find-a-resource/stakeholder-engagement/
APM - 10 Key Principles of Stakeholder Engagement	Principles: communicate, understand stakeholders, and engage effectively	https://www.apm.org.uk/resources/find-a-resource/stakeholder-engagement/key-principles/
Smartsheet - Stakeholder Engagement Plan Templates	Common fields and template section ideas	https://www.smartsheet.com/content/stakeholder-engagement-plan-template

Appendix D. Blank Continuation Tables

Duplicate these tables if your project has more stakeholders, concerns, risks, or engagement activities.

Additional Stakeholder Rows

ID	Stakeholder / Group	Role	Power	Interest	Impact	Engagement Need	Owner
[]	[Stakeholder]	[Role]	[1-4]	[1-4]	[1-4]	[Need]	[Owner]
[]	[Stakeholder]	[Role]	[1-4]	[1-4]	[1-4]	[Need]	[Owner]
[]	[Stakeholder]	[Role]	[1-4]	[1-4]	[1-4]	[Need]	[Owner]
[]	[Stakeholder]	[Role]	[1-4]	[1-4]	[1-4]	[Need]	[Owner]

Additional Engagement Actions

Action ID	Stakeholder / Group	Action	Owner	Due Date	Status	Evidence / Notes
ACT-[]	[Stakeholder]	[Action]	[Owner]	[Date]	[Status]	[Notes]
ACT-[]	[Stakeholder]	[Action]	[Owner]	[Date]	[Status]	[Notes]
ACT-[]	[Stakeholder]	[Action]	[Owner]	[Date]	[Status]	[Notes]

Appendix E. Completion Checklist

Use this checklist before issuing the stakeholder engagement plan for approval.

Plan Completion Checklist

No.	Checklist Item	Complete?	Evidence / Notes
1	All critical stakeholders and stakeholder groups are listed.	[Yes/No]	[Notes]
2	Stakeholder power, interest, impact, and engagement priority have been assessed.	[Yes/No]	[Notes]
3	Current and desired engagement levels are defined.	[Yes/No]	[Notes]
4	Each critical and high-priority stakeholder has an engagement strategy and owner.	[Yes/No]	[Notes]
5	Communication methods, frequency, senders, and feedback mechanisms are documented.	[Yes/No]	[Notes]
6	Stakeholder expectations and concerns are logged with responses.	[Yes/No]	[Notes]
7	Escalation triggers and issue management process are agreed.	[Yes/No]	[Notes]

No.	Checklist Item	Complete?	Evidence / Notes
8	Stakeholder-related risks are captured and linked to the project risk process.	[Yes/No]	[Notes]
9	KPIs and review cadence are defined.	[Yes/No]	[Notes]
10	Document control, distribution, and approvals are complete.	[Yes/No]	[Notes]