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| **STAKEHOLDER ENGAGEMENT PLAN** | | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] | |
| **Name** | **About the Stakeholder** | **How to Engage the Stakeholder** |
| [Name of the person or group] | [Background and characteristics of the stakeholder] | [Include one of the following:  **Pay close attention**:  **Meet requirements**:  **Provide information**:  **Monitor**:  In addition, provide details of the approach to be taken to effectively engage with the stakeholder.] |
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