

Engagement Plan					
Stakeholder	Unaware	Resistant	Neutral	Supportive	Leading
Stakeholder 1					
Stakeholder 2					
Stakeholder 3					
Stakeholder 4					
Stakeholder 5					
Stakeholder 6					
Stakeholder 7					

Type	How to deal
Unaware	I have to talk to him about the project and educate him about how this project is going to have an impact on our company and on the team that is working on it.
Resistant	I will try to convince him of our project and how he can benefit from it, that we are losing so much without him in our team, and that he will add huge value to the team if he decides to join.
Neutral	We have to try to mention all the advantages of our project in order to attract people to be supportive or leading with us, and showing off our strength in this point will attract neutral people.
Supportive	They are already on our side, but it's not enough. We need all the help that we can get, and we will do our best to change the supportive person into a leading person by offering rewards and showing all the potential rewards of our project when it comes to light.
Leading	Those are the leaders who are carrying out the project on their shoulders. We must support and help them as much as we can.

Message / Purpose	Responsibility	Audience	Medium	Contents	Frequency / Timing
Project Status	PM	Customer	Meeting	SV. Demo. Issues, Risks, Ask	Bi-weekly
Team Status	PM	Team	Meeting	SV. Issues Risks. Ask	Weekly
Project Review	PM	Steering Committee	Meeting	CV. SV. Issues Risks. Ask	Monthly
Audit	QA	PM. Team	Meeting	Compliance. Issues. Risks	Monthly
Audit	QA	PM. Team	Meeting	Compliance. Issues. Risks	Monthly
Project Status Report	PM	Customer	Email	SV. Issues. Risks	Weekly