**To be reviewed [insert frequency] by [insert names]**

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| --- | --- | --- | --- |
| Stakeholder Role | Engagement Action | Method and Style of Communication | Frequency of Communication |
| *EXAMPLE ONLY*  *Carol- CEO* | *Keep informed on budget, progress, out of scope requirements.* | *Operations Manager to keep informed with brief, accurate bullet point updates and options / solutions for overcoming any issues.* | *Weekly* |
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# Notes

# Instructions

Please use this section to describe how you would execute your plan in theory.

**Things to consider (but not limited to) could include:**

* What outcome would you be looking to achieve?
* What approach would you take to engage and manage your stakeholders and why would you take that particular approach?
* What individuals would you be talking to?
* What conversations would you be having?
* What questions would you be asking?
* What assumptions would you be making?
* Who else would you be consulting (for example, teams/individuals who are part of the team the stakeholder is responsible for)?

**NOTE: PLEASE DO NOT CONTACT ANY STAKEHOLDERS DIRECTLY AT THIS STAGE.**