Stakeholder Engagement Implementation Plan

Sample Consulting Project

1. Objectives

- Identify key stakeholders impacted by the project.
- Ensure clear, transparent, and timely communication.
- Engage stakeholders in decision-making to increase buy-in and mitigate project risks.

2. Stakeholder Analysis

Stakeholder Group	Interest/Influence	Engagement Approach
Senior Management	High influence, approves budget and scope	Regular updates, strategic meetings
Project Team	Directly involved, day-to-day execution	Workshops, briefings, collaboration tools
Clients/End Users	Impact on work, adoption necessary	Surveys, interviews, demonstration sessions
IT Department	Implementation support, technical considerations	Technical meetings, requirements gathering

3. Engagement Activities & Timeline

Activity	Stakeholder(s)	Format	Frequency	Owner
Kick-off Meeting	All key stakeholders	In-person/Virtual Meeting	Project Start	Project Manager
Status Update	Senior Management, Project Team	Email/Report	Bi-weekly	PMO
User Feedback Sessions	Clients/End Users	Workshop	Monthly	Business Analyst
Technical Review	IT Department	Meeting	As Needed	Tech Lead

4. Communication Plan

- **Channels:** Email, project portal, in-person/virtual meetings
- **Frequency:** Defined in Engagement Activities table
- **Responsibility:** Each activity has an assigned owner

5. Monitoring & Reporting

1. Track engagement activities and participation using a log
2. Gather feedback from stakeholders via surveys and interviews
3. Review engagement effectiveness during project milestones

6. Review & Continuous Improvement

- Update engagement strategies based on project phase and feedback
- Document lessons learned for future projects

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