

# Stakeholder Communication Workflow Process

## Consulting Project Overview

This document outlines the key steps of stakeholder communication workflow applied during consulting engagements.

1

### Stakeholder Identification & Mapping

- Identify all relevant stakeholders
- Map influence, interest, and expectations
- Document contact information

2

### Communication Planning

- Define objectives and key messages
- Determine communication channels and frequency
- Assign responsibilities

3

### Kickoff Communication

- Send kickoff announcement
- Share project goals, timeline, and protocols
- Clarify roles and expectations

4

### Ongoing Updates & Feedback

- Provide regular progress updates
- Share deliverables on schedule
- Collect and incorporate stakeholder feedback

5

### Issue Escalation & Resolution

- Identify and communicate issues promptly
- Facilitate timely resolutions
- Maintain transparency throughout process

6

### Final Reporting & Closure

- Share final deliverables
- Summarize outcomes and lessons learned
- Thank stakeholders and close communication channels

---

## Notes

- This workflow should be tailored to each project context and stakeholder group.
- Document communication preferences and maintain records for reference.