

Stakeholder Engagement Summary Document

1. Purpose

[Briefly describe the purpose of the engagement and this summary document.]

2. Background

[Provide background information on the project and its relevance to stakeholders.]

3. Stakeholder Identification

Stakeholder Group	Description	Level of Influence
[Group Name]	[Brief description]	[High/Medium/Low]
[Group Name]	[Brief description]	[High/Medium/Low]

4. Engagement Activities

Date	Stakeholder(s)	Activity	Key Discussion Points
[Date]	[Stakeholder Group]	[Meeting/Survey/Workshop]	[Summary of topics]
[Date]	[Stakeholder Group]	[Meeting/Survey/Workshop]	[Summary of topics]

5. Key Feedback & Themes

- [Theme or feedback point 1]
- [Theme or feedback point 2]
- [Theme or feedback point 3]

6. Actions & Next Steps

- [Action item 1]
- [Action item 2]
- [Action item 3]