Project Title

**Stakeholder Management Plan**

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| **Internal Document Reference:** | |  | **External Document Reference:** | |  |
| **Issue:** | 00 | **Date Issued:** | Date Issued | **Status:** | Draft |
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# iv – Definitions

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# v – Document Updates

An update to this document shall be carried out iaw the following ruleset (in prioritised order):

1. Annually in accordance with the start of each financial year, or
2. Following significant amendment to the contract scope, or
3. Following significant business/project team reorganisation

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# Introduction

Brief overview of why stakeholder management helps project success and outline the purpose of having a stakeholder management plan

# Stakeholder Identification

Identify stakeholders relevant to the project ie Stakeholder Group and who or what it covers

# Stakeholder Analysis

## General

Outline what a RACI is what it stands for, outline purpose and use of stakeholder Influence & Interest

## RACI Matrix

Reference to the RACI here or show in an Appendix

## Stakeholder Influence and Interest

Describe stakeholder in influence and interests

# Engagement Plans

## Internal Stakeholders

Identify who the internal stakeholders within the contract are and how they will be kept informed and at what frequency

## External stakeholders

Identify who the external stakeholders within the contract are and how they will be kept informed and at what frequency

## Customer Engagement

Describe how the customer will be kept informed and at what frequency

## 3rd Party Influencer

Identify any 3rd Party Influencers that need engaging and how these will be kept informed and at what frequency

# Customer and Stakeholder Day to Day Contact

Describe the day-to-day contact and communication channels for managing the contract delivery

# Stakeholder Engagement Management

Describe how stakeholder management will be monitored, measured and controlled

# Stakeholder Communication

Stipulate the behavioural expectations for communications e.g. open and honest, to create the desired culture

# Appendix A: Stakeholder List

| Stakeholder | Group | Customer? |
| --- | --- | --- |
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|  |  |  |

# Appendix B: Key Contact List

Same as above but Key contacts, primary and secondary, contact details

# Appendix C: RACI Matrix