

# Stakeholder Engagement Planning Template

Who would you like to consult before you plan? This “Stakeholder Engagement Planning Template” will help you identify which stakeholders to engage, how best to engage them (i.e. survey, focus group, interview), and what specific questions to ask. You’ll also need to confirm which synchronous elements will be digital and which will be in-person.

Who			What	How					When
Stakeholder Group	Organization	Specific individual	What we hope to learn	Obstacles we might encounter	Assets we could leverage	Tools: How to seek input	Format: Digital or in-person	Person responsible to make contact	Timing: When to consult