

Stakeholder Engagement Planning Template

Who would you like to consult before you plan? This 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, and who is responsible for reaching out to stakeholders.

Who			What	How			When
Stakeholder Group	Organization	Specific individual	What we hope to learn based on their specific expertise	Tools: How to seek input	Format: Digital, in-person	Person to make contact	Timing: When to consult

