

Stakeholder Engagement Communication Plan Outline

1. Purpose

Summarize the objectives of the communication plan and its significance to the project.

2. Stakeholder Identification

- List key stakeholders
- Brief description of roles/interests

Stakeholder	Role/Interest	Influence	Engagement Level
[Name/Group]	[Role/Interest]	[High/Medium/Low]	[Inform/Consult/Collaborate]

3. Communication Objectives

- Define what you want to achieve with stakeholder communications
- Examples: awareness, buy-in, feedback, collaboration

4. Key Messages

- Outline the main messages to be delivered to each stakeholder group
- Ensure consistency and clarity

5. Communication Methods & Channels

Stakeholder Group	Channel/Method	Frequency
[Group/Name]	[Email/Meetings/Reports]	[Weekly/Monthly/As Needed]

6. Roles and Responsibilities

- List who is responsible for communication activities
- Assign point of contact for each stakeholder group, if applicable

7. Feedback Mechanisms

- Describe how feedback will be collected, reviewed, and addressed
- Methods: surveys, meetings, suggestion boxes, etc.

8. Monitoring and Evaluation

- Outline how communication effectiveness will be assessed
- Metrics, review cycles, continuous improvement steps

9. Communication Plan Review

- Frequency and process for updating the plan

