

Formal Stakeholder Engagement Process

Plan Components (example)

I. Introduction

Presents high-level purpose for involving stakeholders in the effort, as well as the definition of who is considered to be a stakeholder.

II. Current Environment

Outlines information about stakeholder involvement and the process of completing a self-assessment of the current level of involvement of stakeholders, including the purpose of their involvement.

III. Stakeholders, Goals, Objectives

Describes the stakeholders themselves, including the organizations they represent. Identify how you plan to ensure that the stakeholders represent different programs, content areas, school/district sizes, geographic regions, etc. and align to the intended goal and objective of the project.

IV. Stakeholder Identification and Descriptions

Provides greater detail and identification of key information about how stakeholders will be involved in the effort, including the estimated length of involvement.

V. Challenges and Issues

Provides an opportunity to discuss possible areas of concern and/or conflicts of interest that may emerge along the way.

VI. Cost of Engagement

Identifies the fiscal and human capital costs associated with engaging particular internal stakeholders, the specific source(s) of funding to support that engagement, and the human resources necessary to manage the implementation of the stakeholder engagement plan.

