## Stakeholder Engagement PLAN

Who are the key stakeholders and how will they be engaged throughout the project?

Use the table provided to describe the project’s key stakeholders and:

* their interest or stake in the project and whether the stakeholder directly (primary) or indirectly (secondary) benefits from project outcomes
* their needs and expectations
* how they will be involved/enabled to engage/participate in the project\*
* any issues or constraints that could limit their engagement/participation (e.g. access, confidentiality, etc.) and how this will be addressed.

Add/delete rows as required. Contact details should be recorded and maintained separately, using the Stakeholder Register Template, and in Teamwork, as appropriate.

\*Levels and types of engagement/participation include:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Inform | Educate | Consult | Involve | Co-design | Co-produce | Stakeholder-led |
| Involves providing opportunities for stakeholders to understand and  be informed about something that may affect and impact them.  Methods include fact sheets, posters, reports, and announcements via newsletters, social media, etc. | | Involves providing opportunities for stakeholders to provide feedback, express their concerns and suggest alternative solutions.    Methods include meetings, forums, workshops, focus groups, surveys, etc. | | Involves partnering with stakeholders to define the problem, design  and deliver the solution, and evaluate the outcome.  Methods include involving stakeholders in roles including chairing, facilitating, delivering, researching and evaluating. | | Involves empowering stakeholders to lead their own  decisions, solutions and activities. |
| Doing To | | Doing For | | Doing With | | Doing By |

### Stakeholder Analysis Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder Group | Interest/Stake | Needs/Expectations | Engagements Strategies | Issues/Constraints/Risk Mitigation |
|  | ***How much interest/stake do they have in the project?*** | ***What is important to the stakeholder?*** | ***How will the stakeholder contribute/participate?*** | ***What could limit participation and how will this be managed?*** |
| Example:  NGO AOD workers | Primary stakeholder | Enhancing clinical and therapeutic skills | Undertake workforce survey to determine needs | The survey will be anonymous and no identifying information will be shared to preserve respondent anonymity |
| Consumer Representatives | Primary stakeholder | Maximising service access and quality | Include consumer representative on project Steering Committee | The consumer representative will be renumerated for their time and travel to minimise participation barriers |
| Funding body | Primary stakeholders | Effective and efficient project delivery | Provide quarterly progress reports | Routine data quality checks will be conducted to enable progress and final reporting |