## 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 andbe 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, designand 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 owndecisions, 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 |