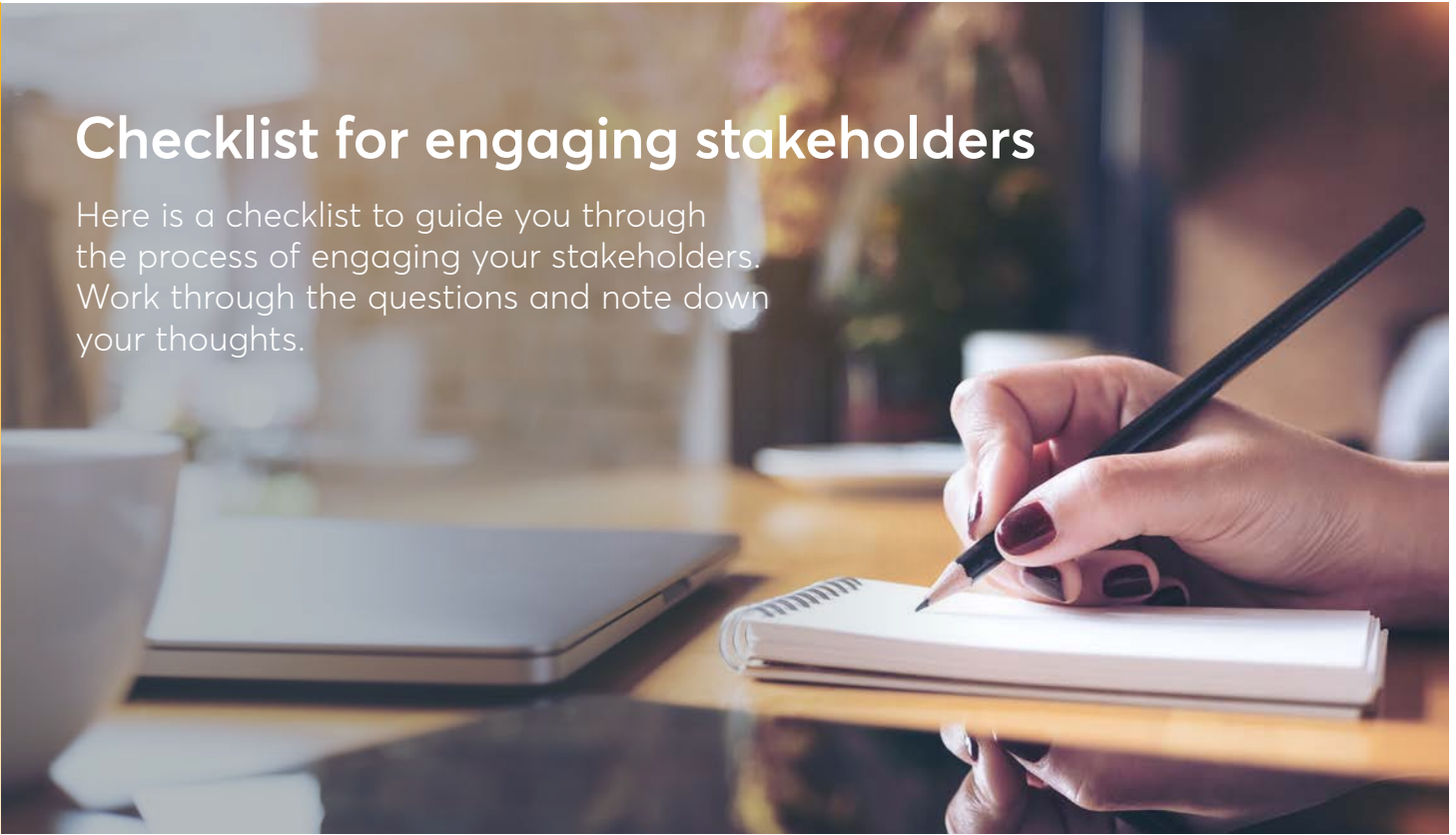><C Virtual College

Checklist for engaging stakeholders

Inspiring learning for all

Checklist for engaging stakeholders

Here is a checklist to guide you through
the process of engaging your stakeholders.
Work through the questions and note down
your thoughts.

Identifying the benefits

1. How will your project benefit your organisation?

TO DO

IN PROGRESS

DONE

2. How is your project aligned with your organisation's strategy?

TO DO ◯

IN PROGRESS ◯

DONE ◯

3. How does your project help to achieve your organisation's goals?

TO DO ◯

IN PROGRESS ◯

DONE ◯

4. How can you evidence the above?

TO DO ◯

IN PROGRESS ◯
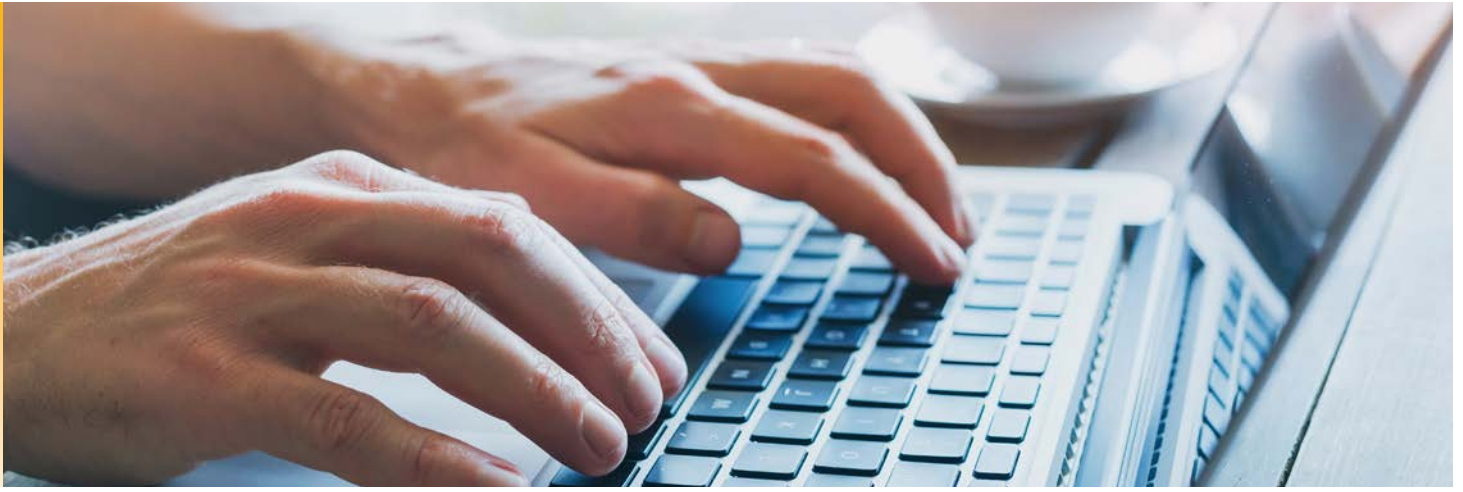
DONE ◯

Adding value

1. To which areas of your organisation will your project add value?

TO DO

○

IN PROGRESS

○

DONE

○

2. Which of the above areas will resonate most with which stakeholders?

TO DO

○

IN PROGRESS

○

DONE

○

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Developing and proposing your strategy

1. **Outline your strategy.**

TO DO

○

IN PROGRESS

○

DONE

○

2. **How and when are you going to propose it to your stakeholders for approval and critique/input?**

TO DO

○

IN PROGRESS

○

DONE

○

Assembling evidence

1. **What evidence will you use to support your business case, e.g. data, relevant examples?**

TO DO

IN PROGRESS

DONE

Outlining risks

1. **How and when are you going to propose the project risks to your stakeholders for consideration?**

TO DO

IN PROGRESS

DONE

Presenting your project

1. What is the most engaging way to present your project?

TO DO

IN PROGRESS

DONE

2. What kind of language do your stakeholders normally use?

TO DO

IN PROGRESS

DONE

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Tips

Engage your stakeholders from the start and use their expertise. Make them feel involved.

Understand each stakeholder's priorities and develop a core message for each one.

Analyse what type of language your stakeholders normally use and use the same language to communicate with them. For example, which terms do they tend to use? Could you use any of these when discussing your project?

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Checklist for engaging stakeholders_001