Stakeholder engagement plan

Template

# When to use this template

**Use this template to assist with due diligence and referee checks.**

Use of this template is optional – remember to check your agency’s policies and procedures to see if your agency has a standard template available that you are required to use.

**Notes:**

1. This is a template only and should be modified as appropriate as part of the planning process.
2. To fill out the first table on page 2, the agency should: identify the stakeholders for the procurement activity; list the different stages of the procurement activity (e.g. early engagement, planning, go to market); and populate the table with the type of engagement that will occur at each stage – different approaches can be used for this, such as the RACI model (Responsible, Accountable, Consulted, Informed).
3. It is also important to identify who is responsible for undertaking the engagement.
4. Key messages are the main points you want a particular stakeholder to hear. They may relate to the outcomes sought, value for money, key technical requirements or other details specific to the procurement – each member of the procurement team should understand the key messages and maintain these throughout the activity.
5. It may be necessary to update the key messages as the process progresses.
6. All items in grey are to be updated as appropriate.

# Purpose

ITO NO - [Insert reference number and short title] – [Supplier Name]

The purpose of this stakeholder engagement plan is to:

* identify the key stakeholders for [insert procurement activity name and reference number]
* how and who is responsible for engaging each stakeholder during the procurement activity
* the key messages for each stakeholder group.

# Background to the procurement activity

[Insert any necessary background information about the procurement activity to set the context of the engagement.]

# Stakeholder management approach

| **Stages of the procurement activity** | **[Insert stakeholder]** | **[Insert stakeholder]** | **[Insert stakeholder]** |
| --- | --- | --- | --- |
| **[Insert stage]** | [Insert type of engagement] | [Insert type of engagement] | [Insert type of engagement] |
| **[Insert stage]** | [Insert type of engagement] | [Insert type of engagement] | [Insert type of engagement] |
| **[Insert stage]** | [Insert type of engagement] | [Insert type of engagement] | [Insert type of engagement] |

# Key messages

The following key messages will be relayed during the procurement activity.

|  |  |
| --- | --- |
| **[Insert stakeholder]** | * [Insert key message]
* [Insert key message]
* [Insert key message]
 |
| **[Insert stakeholder]** | * [Insert key message]
* [Insert key message]
* [Insert key message]
 |
| **[Insert stakeholder]** | * [Insert key message]
* [Insert key message]
* [Insert key message]
 |

##### *Stakeholder engagement plan template*

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments** |
| V1 | 27 Mar 2019 | Template created and published  |
| V2 | 16 Aug 2019 | Formatting updates |
| V3 | 16 Aug 2019 | Major update to template, additional sections removed, updated to new DEPW corporate branding |
| V4 | 26 Sep 2024 | Updated to new DEC branding, formatting updates, added ‘Version control table’, ‘Copyright’ and ‘Administration’ sections |

**The State of Queensland (Department of Energy and Climate) 2024**

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##### Contact us

Queensland Government Procurement, Department of Energy and Climate is committed to continuous improvement. If you have any suggestions about how we can improve this template, or if you have any questions, contact us at betterprocurement@epw.qld.gov.au.

##### Disclaimer

This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the *Queensland Procurement Policy*, your agency’s procurement policies and procedures, and any other relevant documents.

The Department of Energy and Climate disclaims all liability that may arise from the use of this document. This template should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this template, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention of the Department of Energy and Climate, a reasonable effort will be made to correct them.

##### Administration

Version 4 of the template replaces all previous versions of the *’Stakeholder engagement plan’* and takes effect immediately.