Stakeholder engagement plan

Template

(Insert procurement activity and reference number)

|  |
| --- |
| **When to use this template**  This template can be used to document the strategy and approach to consultation and ongoing engagement with agency stakeholders for a procurement activity.  **Please delete this text box and remove any user notes before use.**  Use of this template is optional – remember to check your agency’s policies and procedures to check whether your agency has a standard template available that you are required to use.  **For more information on the *Buy Queensland* approach to procurement please visit** [www.qld.gov.au/buyqueensland](http://www.qld.gov.au/buyqueensland).  Get involved! This document is part of the Procurement Resource Centre. We would love to hear what you think, so please email your feedback to [betterprocurement@hpw.qld.gov.au](mailto:betterprocurement@hpw.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 Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, 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 a reasonable effort will be made to correct them. |

# Table of Contents

[Purpose 3](#_Toc27989199)

[Background to the procurement activity 3](#_Toc27989200)

[Stakeholder management approach 3](#_Toc27989201)

[Key messages 3](#_Toc27989202)

# Purpose

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

[User note: the agency should, as part of the planning process:

* identify the stakeholders for the procurement activity and list these in the table below
* list the different stages of the procurement activity (e.g. early engagement, planning, go to market)
* 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).

It is also important to identify who is responsible for undertaking the engagement.]

| **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

[User note: 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 (noting it may be necessary to update the key messages as the process progresses.]

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) |