Purpose

The Stakeholder Engagement Plan, details and tracks the stakeholder engagement activities of a given project. The stakeholders identified and confirmed from the FX Program Stakeholder Analysis (i.e. sponsors, leaders & adapters) are the targeted participants of key activities. The Stakeholder Engagement Plan will show when each of the activities are needed, the target audience for each, and the approval status.

Considerations

Stakeholder Engagement activities expand beyond awareness to promote acceptance and adoption. As such activities here focus on stakeholder interaction collaboration, and direct participation leading up to the change go-live.

Work with the Project Manager to include those engagement activities that have dependencies on project activities.

The Stakeholder Engagement Plan, once completed, should be stored in the FX Project Repository for the given project.

Note that the activities herein are examples that should be updated as needed for the given project.

Completed By

This template is completed by the Project OCM Lead

Completed When

This template is completed during the *3. Build OCM Strategy and Plans* phase of the OCM Standards which aligns with FXPLC phase *Initiation, Concept, & Planning*

Engagement Activity	Goal of Engagement	Engagement Highlights	Facilitator	Stakeholder Target	Level	Owner	Notes
Description of Engagement	Awareness, Knowledge, Resistance Mitigation, Sponsor Demo, Manager Coach	Key Points	Sponsor, Leader, Manager, Change Champion, Program OCM Lead, Project OCM Lead	Sponsor, Leader, Manager, Staff, Supplier, Partner, Change Champion	Program or Project	Responsible OCM Resource	Comments, Status
		Development team demonstrates use	Project OCM Lead and Development				
Tool Demonstration	Knowledge, Preparation/Orientation	of the application for user groups	Team Lead	Managers and Staff	Project	Project OCM Lead	
		Managers discuss team specific					
	Resistance Mitigation, Manager Coach,	change implications using meeting					
Team Lunch & Learn	Preparation, Participation	guide provided by the OCM team	Manager	Staff	Project	Project OCM Lead	
Leadership Q&A	Sponsor Demo, Manager Coach,	Sponsor and key leaders field questions thus demonstrating to, and coaching staff on the importance of the change and the benefits	Sponsor	Managers and Staff	Project	Project OCM Lead	
Leadership QQA	raiticipation	the change and the benefits	эронзон	Ivianagers and Stall	rioject	Froject Ocivi Lead	