

Planning Toolkit – Stakeholder Contracting Checklist

Project:	Project Manager:
Date:	Page: 1 of 2

Contract set-up

Stakeholder name

Link to this project

Stakeholder background

Likely stakeholder engagement on this project

Likely stakeholder knowledge of this project

Project requirements from stakeholder

List any information the project will need from this stakeholder

List any decisions the project will need from this stakeholder

List likely impact this stakeholder may have on the project outcome

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Stakeholder requirements from project

List any information this stakeholder will need from the project

List likely impact this project may have on the stakeholder business operations

List any current stakeholder concerns

Contract agreement

Outline what level of communication has been agreed (throughout the project)

Confirm that the contract (decision and information flow) has been agreed between the Project Manager and the stakeholder