

## **Planning Toolkit – Stakeholder Contracting Checklist**

<b>Project:</b>	<b>Project Manager:</b>
<b>Date:</b>	<b>Page:</b> 1 of 2
<b>Contract set-up</b>	
<b>Stakeholder name</b>	
<b>Link to this project</b>	
<b>Stakeholder background</b>	
<b>Likely stakeholder engagement on this project</b>	
<b>Likely stakeholder knowledge of this project</b>	
<b>Project requirements from stakeholder</b>	
<b>List any information the project will need from this stakeholder</b>	
<b>List any decisions the project will need from this stakeholder</b>	
<b>List likely impact this stakeholder may have on the project outcome</b>	

© 2008 Trish Melton



[www.elseviedirect.com](http://www.elseviedirect.com)



**Real Project Planning**

ISBN: 978-0-7506-8472-9

[www.mimesolutions.com](http://www.mimesolutions.com)

**IChemE**  
Institution of Chemical Engineers

[www.icchem.org](http://www.icchem.org)

## **Planning Toolkit – Stakeholder Contracting Checklist**

<b>Project:</b>	<b>Project Manager:</b>
<b>Date:</b>	<b>Page:</b> 2 of 2
<b>Stakeholder requirements from project</b>	
<b>List any information this stakeholder will need from the project</b>	
<b>List likely impact this project may have on the stakeholder business operations</b>	
<b>List any current stakeholder concerns</b>	
<b>Contract agreement</b>	
<b>Outline what level of communication has been agreed (throughout the project)</b>	
<b>Confirm that the contract (decision and information flow) has been agreed between the Project Manager and the stakeholder</b>	

© 2008 Trish Melton



[www.elseviedirect.com](http://www.elseviedirect.com)



**Real Project Planning**  
ISBN: 978-0-7506-8472-9

[www.mimesolutions.com](http://www.mimesolutions.com)

**IChemE**  
Institution of Chemical Engineers

[www.icmeh.org](http://www.icmeh.org)