

## ADDRESSING STAKEHOLDER FEEDBACK

Instructions: Complete the following form after receiving feedback from stakeholders.

CONTACT INFORMATION	
DATE:	YOUR NAME:
COMPANY:	POSITION:
PROJECT:	CONTACT DETAILS:

STAKEHOLDER DETAILS	
Names of stakeholder(s) providing feedback	
Contact information	
Key concerns raised	
Does this concern require senior management attention?	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>
Can this issue be resolved locally?	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>

## ADDRESSING STAKEHOLDER FEEDBACK (CONTINUED)

If the issue can be resolved locally, fill in the following information:	
Can the issue be resolved through clearer communication?	Yes                      No
If no, can the issue be resolved through negotiation with stakeholders?	
Details of negotiation with stakeholders (if applicable)	
Proposed solution and actions taken	
Was the issue resolved? If not, consider third-party facilitation	

## ADDRESSING STAKEHOLDER FEEDBACK (CONTINUED)

If the concern requires senior management attention, seek out and fill in the following information:

Does the stakeholder concern pose a risk to your operations? If yes, use the Risk Assessment pullout to categorize the risk	
What is the root cause of the stakeholder concern?	
Short-term plan for addressing the stakeholder concern (i.e. follow-up meeting, third-party facilitation)	
Long term plan for addressing stakeholder concern (may require change to operations and processes)	
Was the issue resolved?	