

✂ The Tool: Stakeholder Commitment Meeting Template

Stakeholder Commitment Meeting Planning				
SCM Audience		(List names - ensure at least one person is listed from each category)		
Directors				
Managers				
Key Influencers				
Impacted Staff				
Representatives from each location				
Process Steps		How/Notes	Who	When/Deadline
1. Schedule meeting (send invite, reserve location)				
2. Develop detailed objectives and agenda				
3. Designate presenters and facilitators				
4. Develop detailed content to cover				
5. Send out pre-reading material to participants				
6. Conduct meeting				
7. Follow up – confirm outcomes and use of feedback				