

Preparing the stakeholder meeting

Arrive with a clear purpose and leave with an agreed next step. A short working brief for preparing the argument, the evidence and the questions.

A map of roles, evidence and timing

Start with the formal decision and the process that produces it. Record an institution's remit separately from your assessment of its position. Do not turn an unverified assumption into a label that follows a person through the project.

Decision owner

Formal authority and relevant procedure

Verify through official remit and published process

Contributor

Technical input, consultation role or implementation duty

Identify what information this party needs and can provide

Engagement record

Purpose, evidence, open question, owner and next date

Record agreed actions separately from your interpretation

Application checklist

- Review the map when responsibilities or consultation deadlines change.
- Keep contact details and meeting notes within agreed access permissions.
- Make the meeting request specific without implying a guaranteed outcome.

Preparing the stakeholder meeting

Working checklist

1

Decision: what specific issue or decision does this engagement relate to?

2

Stakeholder: what is their formal role and how do they influence the process?

3

Interests: what priorities are evidenced, and what are still assumptions?

4

Objective: what should the interaction clarify, enable or resolve?

5

Position: what is your argument in three clear sentences?

6

Evidence: which facts, examples and documents support that position?

7

Questions: what do you need to understand from the other party?

8

Timing: why is this the right moment and what constraints apply?

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Notes, owners and next actions.

9

Record: what was discussed, agreed and left open?

10

Follow through: who owns the next action and when will it happen?
