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| **Stakeholder Monitoring and Control Plan** | | | | | | | |
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| Stakeholder | Joe the Neighbor Guy | |  | Period: | | Dec 2024 | |
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| Project Name | The Big Bridge Project | | | | Project Number: | | 999999 |
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| **Communication This Period:** | | | | | | | |
| On [date], [Project Team Member 1], the project coordinator, sent a comprehensive email update to the stakeholder, outlining key developments in the current phase of the project. The email provided detailed insights into the progress of critical milestones, including specific advancements in [specific project phase or task, e.g., site preparation, design finalization, or construction]. A follow-up call was scheduled for [date] to discuss the update in greater detail and address any questions, ensuring ongoing transparency and collaboration. | | | | | | | |
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| **Communication Next Period:** | | | | | | | |
| In the upcoming reporting period, proactive and timely communication with [stakeholder] will be prioritized to ensure they remain well-informed and engaged. As soon as the [specific report, e.g., environmental impact assessment, feasibility study, or technical evaluation] is received, [Project Team Member 1], the project coordinator, will promptly notify the stakeholder via [email] and provide a detailed summary of the report’s key findings, conclusions, and implications for the project. This update is critical, as the stakeholder has explicitly requested access to the report results prior to any further public open houses or community engagement sessions scheduled for [specific date or timeframe, if known]. At that time, a follow-up meeting or call will be proposed. | | | | | | | |
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| **Comments:** | | | | | | | |
| The stakeholder continues to demonstrate a high level of engagement with the project, actively participating in discussions and expressing general support for its objectives and progress. Their positive stance is evident through their consistent attendance at project meetings, provision of feedback during consultation sessions, and alignment with the project’s goals, as noted by [Project Team Member 1] during the last update on [date]. However, the stakeholder has emphasized the importance of receiving timely and transparent updates to maintain their confidence in the project’s management and outcomes. The stakeholder has specifically requested review and approval of [specific report, e.g., environmental impact assessment or feasibility study], prior to public events. | | | | | | | |
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| Signed | | | | | | | |
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| Project Manager | | | | | Project Sponsor | | |