



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 7: Data input: Step 4 – Engage



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Download additional parts of this manual from:

<http://www.stakeholdermapping.com/stakeholder-management-software-and-tools/98/>





Step 4 – Engage

Generally communication is in the form of regular reports, meetings and presentations, which may be pre-defined by the organisation or its customer.

In some cases it may be useful to map the engagement profile of certain stakeholders, particularly those identified as most important, or other stakeholders who may not be as supportive or engaged as the team considers necessary for the successful completion and implementation of the project or activity.

Select 'main menu' from the top left hand corner of the 'create SHC' screen

At 'main menu' select 'stakeholder list'

The screenshot shows the 'Stakeholder List' interface. At the top, there are navigation buttons: 'Main Menu', 'New Stakeholder', 'Help', 'Show All Active', and 'Show Inactive'. Below these are 'Sort By' options: 'Number', 'Name', 'Direction', 'Int/Ext', 'Priority', 'Classification1', 'Classification2', 'Print List', and 'Print Reports'. The 'Edit Process' dropdown menu is open, showing options: 'Identification', 'Prioritize', 'Engage' (selected), 'Communication', 'Manage Issues', and 'History'. Below the dropdown is a table of stakeholders. The first row, 'Miles Green', has its 'Edit' button circled in red. The table columns are: Name, Classification# 1, Classification# 2, Priority, Open Issues, Total Reports, Engagement Index, Status, and View Full Details.

Name	Classification# 1	Classification# 2	Priority	Open Issues	Total Reports	Engagement Index	Status	View Full Details
Edit Miles Green	Team	None(No ac...	1	0	0	0.00	■	Details
Edit Emily Brown	Snr. m'men...	Area 3	2	0	0	0.00	■	Details
Edit Fred Orange	None(No ac...	None(No ac...	3	0	0	0.00	■	Details
Edit Rose White	Snr. m'men...	None(No ac...	4	0	0	0.00	■	Details

Select 'engage' button in 'edit process'

You can now begin to define each stakeholder's engagement profile. You can either select the edit button for each stakeholder or to input data for all stakeholders start with the first on the list and continue through the list by selecting the next or previous button on the left hand side of the screen





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Note: For large stakeholder communities you may choose to develop engagement profiles for the most important stakeholders.

