

Stakeholder Decision Summary

Date: [Insert Date]

Project Name: [Insert Project Name]

Prepared By: [Your Name]

Stakeholder Overview

Name: [Stakeholder Name]

Position: [Stakeholder Position]

Contact Information: [Stakeholder Email/Phone]

Decision Summary

Decision: [Describe the decision made]

Date of Decision: [Insert Decision Date]

Rationale: [Explain the reasoning behind the decision]

Next Steps

[Outline the next steps to be taken following this decision]

Communication Plan

Communication Objectives: [List the objectives of communication]

Target Audience: [Identify the audience for communication]

Key Messages: [Outline the key messages to convey]

Delivery Methods: [Specify how communication will be delivered]

Approval

Prepared By: _____

Approved By: _____