

TOOL 3.1

Steps to Gaining Consensus among Stakeholders

1. Research (without interviewing) any sources and materials that will help you create good, rigorous questions to ask when you meet with sponsors and stakeholders.
 2. Meet individually with each sponsor and stakeholder, and ask your questions. Explain when you will send them a prototype of the project scope information, and by what date you would like to receive their revisions and suggestions.
 3. Summarize the results of all your sponsor/stakeholder meetings and prototype the project scope information
 4. Send your prototype to the sponsors and stakeholders, with a reminder of the return date.
 5. Gather their responses—and nudge as needed to hit the dates you’ve specified.
 6. If necessary, negotiate critical differences of opinion among sponsors and stakeholders.
 7. Publish the project scope information with credit to each of the sponsors and stakeholders.
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