Stakeholder Meeting/Conversation Preparation Worksheet

Build this reference document based on questions that are expected from stakeholders regarding the BPI project. Consider as sources for potential questions that may be asked:

- *Concerns you know about from specific stakeholder/stakeholder groups*
- *Expected concerns based on past BPI projects within and external to the project*
- *Common concerns/potential risks of BPI projects in general*
- *The culture of the organization*
- *If a vendor is involved, probe for possible concerns based on vendor's experience with similar clients*
- *Concerns you and your team members would have on such projects*

In developing responses to the questions/concerns, consider what you would want to know if you were one of the stakeholders.

Question/concern of stakeholders	Potential responses to address the question/concern of stakeholders
•	•