This tool is designed to assist in identifying impacted stakeholders as a precursor to establishing a stakeholder engagement schedule.

**NB:** Identified stakeholders should only be listed in the matrix once under the category that is most relevant to their required level of engagement.

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| **COLLABORATE:** | **CO-OPERATE:** | **COMMUNICATE:** |
| These people/areas will be **directly impacted** by the policy and, due to the nature of their core business, it can be expected they will have responsibility for operationalising the policy. They need to be engaged early and have a voice in establishing the policy position to ensure it is achievable and the required operational documents and tools are in place. | There is a **potential for these people/areas to be impacted** by the policy and, while it is not their core business, they may sometimes be required to operationalise the policy. They should be engaged during the development process to ensure they can provide feedback and identify any issues or concerns that could impact successful implementation. | These people/areas **need to be aware of the policy position**, be confident in locating it, and know how to find information should the need arise. They need to be engaged in the final stages of development once a refined draft is available. Their feedback can be helpful in making final improvements and identifying any out-of-scope issues or interfaces which may not have been identified.  |
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