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# Stakeholder Reporting Template

## What is Stakeholder Reporting Template?

Stakeholder reporting is an essential component of corporate social responsibility (CSR) and sustainability initiatives, as it involves communicating with various stakeholders about an organization's performance, goals, and values. A stakeholder reporting template is a framework or structure that helps organizations create comprehensive reports that effectively convey their CSR and sustainability efforts to various stakeholders.

A typical stakeholder reporting template may include the following sections:

1. Introduction:
  - Overview of the organization and its purpose
  - Scope and context of the report
2. Stakeholders:
  - Identification of primary and secondary stakeholders (e.g., customers, employees, investors, communities)
  - Description of their interests, concerns, and expectations
3. Material Topics:
  - Selection of key performance indicators (KPIs) and metrics to measure progress toward sustainability goals
  - Focus on material topics that have a significant impact on the organization's reputation, financial performance, or environmental/social/community impacts
4. Governance and Management:
  - Overview of the organization's governance structure and management approach
  - Description of the roles and responsibilities of senior leadership in driving CSR and sustainability initiatives
5. Performance Highlights:
  - Summary of key achievements, milestones, and progress toward goals and targets
  - Highlights of successful projects, programs, or initiatives that demonstrate the organization's commitment to CSR and sustainability
6. Risk Management and Opportunities:
  - Identification of material risks and opportunities related to CSR and sustainability
  - Description of strategies for mitigating risks and seizing opportunities
7. Stakeholder Engagement:
  - Overview of stakeholder engagement activities, including feedback mechanisms and communication channels
  - Description of how stakeholders are involved in the reporting process and decision-making
8. Goals and Targets:
  - Summary of CSR and sustainability goals and targets for the next reporting period
  - Description of strategies for achieving these goals and targets
9. Performance Indicators and Metrics:
  - List of KPIs and metrics used to measure progress toward CSR and sustainability goals
  - Explanation of how these indicators are calculated, tracked, and reported
10. GRI (Global Reporting Initiative) Index or G4 Guidelines:
  - Use of the GRI framework or G4 guidelines for reporting on specific topics and

themes

- Compliance with relevant international standards, such as ISO 26000

#### 11. Appendices:

- Additional information, data, or supporting documents that supplement the report

The stakeholder reporting template may vary depending on the organization's size, industry, and geographic location. It is essential to tailor the report to the specific needs and expectations of your stakeholders while ensuring transparency, consistency, and accuracy in reporting.

Here are some popular stakeholder reporting templates:

1. Global Reporting Initiative (GRI) G4 Guidelines
2. Sustainability Accounting Standards Board (SASB) Industry Standards
3. International Integrated Reporting Framework (IIRF)
4. United Nations Environment Programme (UNEP) Finance Initiative
5. Organization for Economic Cooperation and Development (OECD) Guidelines on Multinational Enterprises

Remember to regularly review, update, and refine your stakeholder reporting template to ensure it remains effective in communicating your organization's CSR and sustainability efforts to various stakeholders.

csr, sustainability, governance, risk, metrics, engagement, targets, indicators, framework, industry, location, transparency, accuracy, standards, finance, community, environment.iso, 26000, global, reporting, initiative, international, integrated, reporting, framework, united, nations, organization, for, economic, cooperation, and, development, sustainability, accounting, standards, board, appendicesunami

# Stakeholder Reporting Template

## Project Information

- **Project Name:**
- **Project Manager:**
- **Reporting Period:**

## Executive Summary

- **Overall Status:**
- **Key Achievements:**
- **Challenges:**
- **Next Steps:**

## Project Progress

- **Milestones Reached:**
  - Milestone, Date Achieved, Impact
- **Upcoming Milestones:**
  - Milestone, Expected Date, Importance

## Budget Overview

- **Budget Allocated:**
- **Expenditure to Date:**
- **Forecasted Spend:**
- **Variance:**

## Risk Management

- **New Risks Identified:**
  - Risk, Impact, Mitigation Plan
- **Risks Resolved:**
  - Risk, Resolution Method

## Issues and Resolutions

- **Current Issues:**
  - Issue, Impact, Resolution Status
- **Resolved Issues:**
  - Issue, Resolution Method

## Change Log

- **Recent Changes:**
  - Change, Reason, Impact

## Stakeholder Feedback

- **Feedback Summary:**
  - Stakeholder, Comments, Actions Taken

## Appendices

- **Appendix A:** Detailed Financial Report
- **Appendix B:** Risk Register Update

## Approval

- **Prepared by:**
- **Reviewed by:**
- **Approved by:**
- **Date:**



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### Related:

- [Project management](#)

### External links:

- [10 Free Stakeholder Management Templates for Excel & Word —projectmanager.com](#)
  - Stakeholders have a vested interest in the project. Managing all of them is a job in itself. Download these free templates to get some help.
- [Stakeholders Report template - PMWorld 360 Magazine —pmworld360.com](#)
  - Download our Stakeholders Report template or other project management templates at PMWorld 360 Magazine, Resources | Templates | Articles.

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