

# Stakeholder Input Limitation Report

**Project Title:**

[Enter Project Title Here]

**Date:**

[Enter Date Here]

**Prepared by:**

[Name, Role/Position]

**Purpose**

This document outlines the limitations encountered in the process of gathering and utilizing stakeholder input for the above-mentioned project.

**Stakeholders Consulted**

Name	Position/Role	Type of Input	Consultation Date
[Stakeholder 1]	[Role]	[Interview/Survey/Meeting]	[DD/MM/YYYY]
[Stakeholder 2]	[Role]	[Interview/Survey/Meeting]	[DD/MM/YYYY]

**Identified Limitations**

- [Limitation 1 e.g., Limited stakeholder availability]
- [Limitation 2 e.g., Incomplete data responses]
- [Limitation 3 e.g., Biased viewpoints]

**Impact of Limitations**

[Describe how the above limitations may affect project outcomes, decision making, or the comprehensiveness of collected input]

**Mitigation Steps (if any)**

- [Describe any steps taken or to be taken to address/mitigate limitations]
- [E.g., Follow-up consultations, using alternative data sources]

**Conclusion**

[Summarize main points of the report and highlight any actions recommended regarding these limitations]

**Important Notes**

- This document should be updated as new stakeholder limitations are identified.
- Transparency about limitations supports better project risk management.
- All findings should be validated with relevant stakeholders where possible.
- This report forms part of the project documentation for future reference and auditing.

