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Stakeholder Analysis Template

What is Stakeholder Analysis Template?

A Stakeholder Analysis Template is a tool used in project management and organizational development to identify, analyze, and prioritize stakeholders who have an interest or impact on a specific project or initiative. The template helps to categorize stakeholders based on their level of interest and influence, which enables project managers and decision-makers to develop effective communication strategies and engagement plans.

A typical Stakeholder Analysis Template includes the following components:

- Stakeholder Identification:** A list of potential stakeholders who may be impacted by the project or initiative.
- Stakeholder Classification:** A categorization system to group stakeholders based on their level of interest and influence:
 - High Interest, High Influence (HI-HI): Key decision-makers with significant interest and influence.
 - Low Interest, High Influence (LI-HI): Stakeholders who may not have a direct interest but can still exert significant influence.
 - High Interest, Low Influence (HI-LI): Stakeholders with significant interest but limited influence.
 - Low Interest, Low Influence (LI-LI): Stakeholders with minimal interest and influence.
- Stakeholder Analysis:** A table or matrix to analyze each stakeholder's characteristics, including:
 - Name and title
 - Level of interest in the project/ initiative
 - Level of influence on the project/initiative
 - Expectations from the project/initiative
 - Concerns or issues related to the project/initiative
- Prioritization:** A process to prioritize stakeholders based on their level of interest and influence, as well as the potential impact on the project's success.
- Communication Plan:** A strategy for engaging with each stakeholder group, including communication channels, frequency, and content.

Example of a Stakeholder Analysis Template:

Stakeholder	Interest Level	Influence Level	Expectations	Concerns
—	—	—	—	—
Project Sponsor	High	High	Clear project goals	Timely progress updates
Team Members	High	Medium	Clarity on roles and responsibilities	Feedback on performance
Customers	High	Low	Quality products/services	Competitive pricing
Suppliers	Medium	Low	Reliable delivery schedules	Pricing negotiations

By using a Stakeholder Analysis Template, organizations can:

1. Identify key stakeholders and their interests
2. Develop targeted communication strategies to engage with each stakeholder group
3. Prioritize resources and efforts based on the level of interest and influence
4. Build stronger relationships with important stakeholders

This template is a valuable tool for project managers, business analysts, and organizational development professionals to ensure that stakeholder needs are considered throughout the project lifecycle.

[stakeholders](#), [interests](#), [influence](#), [prioritization](#)

Stakeholder Analysis Template

Project Information

- **Project Name:**
- **Project Manager:**
- **Date:**

Stakeholder Identification

John Doe	Sponsor	johndoe@example.com
Jane Smith	Team Lead	janesmith@example.com

Stakeholder Analysis

John Doe	High	High	High	Critical	Regular updates, one-on-one meetings
Jane Smith	Medium	High	Medium	Significant	Inclusion in decision-making process

Communication Plan

- **Frequency:** Weekly updates, monthly meetings
- **Method:** Emails, meetings, reports
- **Documentation:** Meeting minutes, status reports

Monitoring and Review

- **Review Frequency:** At key project milestones
- **Adjustments:** Based on stakeholder feedback and project evolution

Approval

- **Approved by:**
- **Signature:**
- **Date:**



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Related:

- [Project management](#)

External links:

- [Stakeholder Analysis Matrix Template - tools4dev](#) —*tools4dev.org*
- [Stakeholder Analysis Template | Creately](#) —*creately.com*
 - \n\nA Stakeholder Analysis Template is an essential tool for project managers when it comes to managing stakeholder expectations. It allows for the identification of all stakeholders, their importance and the degree to which their satisfaction needs to be managed. The template helps to identify their interests and determine the best way to communicate with them. It also helps to predict how stakeholders are likely to respond to particular decisions and plan in advance how to manage them. By engaging with stakeholders in the early stages of project planning it helps to minimize risk and ensure project success.

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