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Stakeholder Register Template

What is Stakeholder Register Template?

A Stakeholder Register Template is a document or spreadsheet used to identify, organize, and manage stakeholders in a project or organization. It serves as a comprehensive tool for stakeholder management by providing a structured approach to identifying, analyzing, and prioritizing stakeholders.

Here is a general template for a Stakeholder Register:

Stakeholder ID

- Unique identifier for each stakeholder

Name

- Full name of the stakeholder

Role

- Brief description of the stakeholder's role in the project or organization (e.g., customer, investor, team member)

Interests

- Summary of the stakeholder's interests, needs, and expectations related to the project or organization

Influence

- Level of influence the stakeholder has on the project or organization (high, medium, low)

Stake

- Level of interest or concern the stakeholder has in the project or organization (high, medium, low)

Communication Needs

- Description of how and what information each stakeholder needs to be communicated effectively

Frequency of Interaction

- Estimated frequency of interaction with each stakeholder (e.g., daily, weekly, monthly)

Potential Impact

- Assessment of the potential impact each stakeholder could have on the project or organization if their needs are not met

Mitigation Strategies

- Identification of strategies to mitigate risks and address concerns related to each stakeholder

Notes

- Any additional notes or comments about the stakeholder's role, interests, or interactions

The Stakeholder Register Template is often used in conjunction with other tools, such as a stakeholder analysis matrix or a communication plan, to ensure effective stakeholder engagement and management. By using this template, project managers and organizations can:

1. Identify all stakeholders involved in the project or organization
2. Analyze their interests, needs, and expectations
3. Prioritize stakeholders based on their level of influence and interest
4. Develop targeted communication strategies to engage with each stakeholder
5. Monitor and adjust stakeholder engagement efforts as needed

Remember that every organization is unique, and the Stakeholder Register Template may need to be tailored to fit specific needs and requirements.

[project](#), [management](#), [stakeholders](#), [engagement](#), [communication](#)

Stakeholder Register

Project Information

- **Project Name:** [Enter Project Name]
- **Project Manager:** [Enter Project Manager's Name]
- **Date:** [Enter Current Date]

Stakeholder Details

001	John Doe	ABC Corp	CEO	johndoe@email.com	High	High	Key decision-maker
002	Jane Smith	XYZ Inc	Project Lead	janesmith@email.com	Medium	Low	Requires regular updates

Communication Plan

001	Personal Meeting	Monthly	Project progress and decision needs
002	Email	Bi-weekly	Status updates and feedback requests

Engagement Strategy

001 Supportive	Highly Supportive	Involve in strategic decisions
002 Neutral	Engaged	Provide opportunities for input

Monitoring and Review

- **Review Frequency:** [Specify how often the stakeholder register will be reviewed]
- **Update Process:** [Describe the process for updating stakeholder information]

Approval

- **Approved by:** [Approver's Name]
- **Signature:** [If applicable]
- **Date:** [Approval Date]



Export as PDF

Related:

- [Project management](#)

External links:

- [Free Stakeholder Register Template \[2023\] • Asana —asana.com](#)
 - Creating a reusable stakeholder register template can help you keep track of stakeholder information and streamline stakeholder communication. Learn how.
- <https://www.projectmanagement.com/deliverables/612371/stakeholder-register-template> —projectmanagement.com
- [Stakeholder Register Template | Creately —creately.com](#)
 - Editable stakeholder register template to identify everyone affected by a project. Use this template on Creately to analyze the potential impact on the project by these stakeholders getting affected. Explore more visual frameworks and templates on Creately+ Community Hub.

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