Stakeholder Register

The stakeholder register is used to identify those people and organizations impacted by the project and to document relevant information about each stakeholder. Relevant information can include:

* + - Name
    - Position in the organization
    - Role in the project
    - Contact information
    - List of stakeholder’s major requirements
    - List of stakeholder’s expectations
    - Classification of each stakeholder

Initially you will not have enough information to complete the stakeholder register. As the project gets underway you will gain additional information and understanding about each stakeholder’s requirements, expectations, and classification and the stakeholder register will become more robust.

The stakeholder register receives information from:

* + - Project charter
    - Procurement documents It is related to:
    - Stakeholder analysis matrix It provides information to:
    - Requirements documentation
    - Quality management plan
    - Communications management plan
    - Risk management plan
    - Risk register
    - Stakeholder engagement plan

The stakeholder register is an output from the process 13.1 Identify Stakeholders in the PMBOK® Guide – Sixth Edition. The stakeholder register is a dynamic project document. The stakeholders, their level of influence, requirements, and classification are likely to change throughout the project.

### tailoring tips

Consider the following tips to help you tailor the stakeholder register to meet your needs:

* + - Combine the position in the organization with the role on the project, especially if it is a smaller project and everyone knows everyone else’s position.
    - Combine the stakeholder analysis matrix information with the stakeholder register.
    - Eliminate position, role, and contact information for small internal projects.

**Alignment**

The stakeholder register should be aligned and consistent with the following documents:

* Project charter
* Stakeholder analysis matrix
* Stakeholder engagement plan

### **Description**

You can use the element descriptions in Table 1.3 to assist you in developing the stakeholder register.

**Elements Of A Stakeholder Register**

Document element Description

Name Stakeholder’s name. If you don’t have a name, you can substitute a position or organization until you have more information

Position/Role The position and/or role the stakeholder holds in the organization. Examples of positions include programmer, human resources analyst, or quality assurance specialist. Roles indicate the function the stakeholder performs on the project team, such as testing lead, Scrum Master, or scheduler

Contact information How to communicate with the stakeholder, such as their phone number, email address, or physical address

Requirements High-level needs for the project and/or product Expectations Main expectations of the project and/or product

Classification Some projects may categorize stakeholders as friend, foe, or neutral; others may classify them as high, medium, or low impact

**STAKEHOLDER REGISTER**



Project title: Date Prepared:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name | Position/role | contact Information | requirements | expectations | classification |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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Page 1 of 1

Stakeholder Analysis

Stakeholder analysis is used to classify stakeholders. It can be used to help fill in the stakeholder register. Analyzing stakeholders can also help in planning stakeholder engagement for groups of stakeholders.

The following example is used to assess the relative power (high or low), the relative interest (high or low), and the attitude (friend or foe). There are many other ways to categorize stakeholders. Some exam- ples include:

* + - Influence/impact
    - Power/urgency/legitimacy

Stakeholder analysis receives information from:

* + - Project charter
    - Procurement documents

Stakeholder analysis is a tool used in 13.1 Identify Stakeholders in the PMBOK® Guide – Sixth Edition.

**Tailoring Tips**

Consider the following tips to help you tailor the stakeholder analysis to meet your needs:

* + - For projects with relatively homogenous stakeholders you can use a 2 × 2 grid that only considers two variables, such as interest and influence.
    - For larger projects consider using a 3 × 3 stakeholder cube. Tailor the categories to reflect the importance of various stakeholder variables.

Alignment

The stakeholder analysis should be aligned and consistent with the following documents:

* + - Stakeholder register
    - Stakeholder engagement plan

### Description

You can use the element descriptions in Table 1.4 to assist you in developing a stakeholder analysis.

table 1.4 stakeholder analysis

Document element Description

Name or role The stakeholder name, organization, or group

Interest The level of concern the stakeholder has for the project

Influence The degree to which the stakeholder can drive or influence outcomes for the project Attitude The degree to which the stakeholder supports the project



# STAKEHOLDER ANALYSIS

Project title: Date Prepared:

|  |  |  |  |
| --- | --- | --- | --- |
| name or role | Interest | Influence | attitude |
|  |  |  |  |
|  |  |  |  |
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Page 1 of 1