[Project Name]

Stakeholder Register

[Author Name]

[Company Name]

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## Document Purpose

The purpose of this document is to outline who the [Project Name] project stakeholders are, so that we can communicate with and appropriately engage with all stakeholders throughout the life of the project.

## Table Description automatically generatedDefinitions

* **Stakeholder**:A person with interest in the project results.
* **Power**: A stakeholder’s power can be high or low. They can have a positive or negative influence on the project.
* **Interest**: A stakeholder’s interest can be high or low. They may have a specific area of interest and participation.

**Project role**

* **Main Point of Contact (POC)**: The main point of contact for the project team; project information flows through them.
* **Responsible**: The main person responsible for completing the work on the deliverables and project.
* **Accountable**: The person that reviews/approves deliverables; their feedback could change or pause the project.
* **Consulted**: A collaborator/contributor on the project; they review and share input on the deliverables and project.
* **Informed**: A person that stays in the loop on progress; they do not share input on deliverables or project.

**Engagement**

* **Monitor** (minimum effort): Engage with them minimally; monitor communication needs.
* **Keep Informed**: Keep them informed on project status.
* **Keep Satisfied**: Keep them informed on project status and collect their input on the deliverables and project.
* **Manage Closely**: Engage them in all project activities.

## Employees

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Contact | Power | Interest | Engagement | Project Role |
| Employee | Text | [jane@email.com](mailto:jane@email.com) | High | High | **Manage Closely** | POC |
| Employee | Text | [sam@email.com](mailto:sam@email.com) | Low | High | **Keep Informed** | Informed |
| Employee | Text | Text | Text | Text | **Text** | Text |

## Contractors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Contact | Power | Interest | Engagement | Project Role |
| Contractor | Text | [john@email.com](mailto:john@email.com) | High | High | **Manage Closely** | Responsible |
| Contractor | Text | Text | Text | Text | **Text** | Text |

## Client Stakeholders

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Contact | Power | Interest | Engagement | Project Role |
| Client | Text | [jim@email.com](mailto:jim@email.com) | High | Low | **Keep Satisfied** | Accountable |
| Client | Text | Text | Text | Text | **Text** | Text |
| Client | Text | Text | Text | Text | **Text** | Text |

## Other Stakeholders

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Contact | Power | Interest | Engagement | Project Role |
| Name | Text | Text | Text | Text | **Text** | Text |
| Name | Text | Text | Text | Text | **Text** | Text |