

✔ Congratulations! You passed!

Go to next item

Grade received 100% To pass 80% or higher

1. To pass this practice quiz, you must receive at least 80%, or 8 out of 10 points, by completing the activity and answering corresponding quiz questions. You can learn more about the graded and practice items in the [Course Overview](#).

1 / 1 point

Activity Overview

In this activity, you will practice assessing and prioritizing stakeholders. As a project manager, understanding your stakeholders helps you figure out the right people to include in important conversations and how to prioritize the needs of different stakeholders. This is key to getting the support you need throughout the project.

You will learn more about the project's potential stakeholders by reviewing supporting materials. Based on what you learn, you will compile a stakeholder analysis evaluating each stakeholder's level of power and interest. Then you will add those stakeholders to a power-interest grid, so you know how to prioritize them.

Scenario

Review the scenario below. Then complete the step-by-step instructions.

Now that Peta has completed the Sauce & Spoon project charter draft, she needs to evaluate the project's stakeholders so she has a better idea of how to interact with each one as the project progresses. Each stakeholder has their own unique interests and involvement with the project, so it's important to determine the best ways to manage them, approach negotiations, and keep them informed of the project's progress.

Step-By-Step Instructions

Step 1: Access the template

To use the template for this course item, click the link below and select "Use Template."

Link to template: [Stakeholder Analysis](#)

OR

If you don't have a Google account, you can download the template directly from the attachment below.



Activity Template_ Stakeholder Analysis

PPTX File

Step 2: Access the supporting materials

The following supporting materials will help you complete this activity. Keep them open as you proceed to the next steps. Each link will open a new Coursera tab.

- [Sauce & Spoon Organizational Chart](#)
- [Email: Checking In](#)

Note: To review supporting materials introduced in earlier activities, you can find them in the [Resources section](#).

Step 3: Review the supporting materials

As you review the supporting materials, take some notes, keeping in mind the following **Guiding Questions**:

- **How much power does each stakeholder have?** A stakeholder's power is related to how much influence they have and how much their actions affect the project outcome.
- **How much interest does each stakeholder have?** Interest refers to how much the stakeholder's needs will be affected by the project's operations and outcomes.

You are encouraged to also make note of any other relevant project information. You may add this information to your notes or the project charter.

Step 4: Complete the stakeholder analysis

In the stakeholder analysis template, add content to the first slide based on what you've learned from the supporting materials, including:

- **Stakeholder:** What is their name?
- **Role:** What is their role?
- **Power (H/M/L):** Is their power over the project high, medium, or low?
- **Interest (H/M/L):** Is their interest in the project high, medium, or low?

For example, a stakeholder who has a lot of power over the project could have a number of other responsibilities as well. In that case, they may not have as much direct interest, since their attention is split among many different projects. They would be considered high power and low interest.

On the other hand, a stakeholder who will be directly impacted by the decisions of the project (for example, their budget or staffing allocations could change), but who doesn't have any authority to influence the decisions would be considered low power and high interest.

If you're not sure about a stakeholder's level, or if their power or interest falls somewhere in the middle, you can assign them a medium rating.

Step 5: Complete the power-interest grid

Take your assessment from the stakeholder analysis, and add content to the power-interest grid, according to each level of power and interest you assigned them (high, medium, or low). Assign each stakeholder to a box. If you rated a stakeholder's power or interest as medium, place them **between** the grid boxes.

Someone's position on the grid shows you the actions you have to take with them:

- **Higher power, higher interest:** These people are your highest priority. You must manage them closely and make every effort to fully engage with them.
- **Higher power, lower interest:** These people require a high level of effort to keep satisfied, as far as the success of the project is concerned, but do not want to be overburdened with project communications.
- **Lower power, higher interest:** Show consideration to these people by keeping them adequately informed. Talk to them to ensure that no major issues are arising. These people can often be very helpful with the details of your project.
- **Lower power, lower interest:** Monitor these people, but do not overload them with excessive communication. These people require minimal effort.

Once the grid is complete, you will have a better sense of how to manage and communicate with each stakeholder: keep satisfied, manage closely, monitor, or show consideration.

Step 6: Save your work

Be sure to save the stakeholder analysis you drafted for this activity. You will revise and refine project artifacts as you progress through the course.

Pro Tip: Save the template

Finally, be sure to save a blank copy of the template you used to complete this activity. You can use it for further practice or in your own personal or professional projects. These templates will be useful as you put together a portfolio of project management artifacts. You can use them to work through your thought processes as you demonstrate your experience to potential employers.

What to Include in Your Response

Be sure to include each of the following elements in your completed stakeholder analysis:

- Stakeholder names
- Stakeholder roles
- An assessment of each stakeholder's power
- An assessment of each stakeholder's interest
- A power-interest grid containing each stakeholder, mapped out according to their power and interest assessment

Did you complete this activity?

☒ Yes

☐ No

✓ **Correct**

Thank you for completing this activity! Completing a stakeholder analysis and power-interest grid helps you communicate with stakeholders and prioritize their needs. Review the quiz feedback below to find out how you did.

2. Where in the Power-Interest Grid did you place the following stakeholder: **Omar Mubarak**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Omar Mubarak is the owner of the project, I would consider he as high power and low interest which is fall in keep satisfied(high priority) section of the grid.

✓ **Correct**

Omar is the owner and CEO of the company. He's invested in the project but not involved with its day-to-day operations, so the **Keep Satisfied** area of the grid is a good fit.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

3. Where in the Power-Interest Grid did you place the following stakeholder: **Deanna Coleman**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Deanna Coleman is director of operations of the project, I would consider he as high power and high interest which is fall in manage closely(high effort) section of the grid.

✓ **Correct**

Default Feedback: Deanna is the Director of Operations. She works directly with Peta and touches all aspects of the project, so the **Manage Closely** area of the grid is a good fit.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

4. Where in the Power-Interest Grid did you place the following stakeholder: **Carter Ward**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Carter Ward is exective chef of the project, I would consider he as high power and medium interest which is fall between keep satisfied(high priority) and manage closely(high effort) section of the grid.

✓ **Correct**

Carter is the Executive Chef of Sauce & Spoon and oversees the kitchen staff. His interest in the project is high, but he isn't involved in day-to-day decision-making. Carter might fall between the **Manage Closely** and **Keep Satisfied** areas of the grid.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

5. Where in the Power-Interest Grid did you place the following stakeholder: **Gilly Tyson**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Gilly Tyson is is General Manager of North Location, I would consider he as medium power and high interest which is fall between manage closely(high effort) and show consideration section of the grid.

✓ **Correct**

Gilly is the General Manager of Sauce & Spoon North. She's directly involved in restaurant operations and works closely with Peta, which means her interest in the project is high. She has somewhat less influence than the CEO and Director of Operations, so she might fall between **Manage Closely** and **Show Consideration**.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

6. Where in the Power-Interest Grid did you place the following stakeholder: **Alex Schmidt**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Alex Schmidt is is General Manager of Downtown Location, I would consider he as medium power and high interest which is fall between manage closely(high effort) and show consideration section of the grid.

✓ **Correct**

Alex is the General Manager of Sauce & Spoon Downtown. They're directly involved in restaurant operations and work closely with Peta, which means their interest in the project is high. They have somewhat less influence than the CEO and Director of Operations, so they might fall between **Manage Closely** and **Show Consideration**.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

7. Where in the Power-Interest Grid did you place the following stakeholder: **Nia Williams**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Nia Williams is is General Manager of Waterfront Location, I would consider he as low power and low interest which is fall in monitor(minimum effort) section of the grid.

✓ **Correct**

Default Feedback: Nia is the General Manager of Sauce & Spoon Waterfront location. She provides Peta with information, but isn't directly involved in the project since the tablets aren't launching at her location. The project will only impact her if Sauce & Spoon expands the tablet program. Her interest and impact are low to moderate, so **Monitor** is a good fit.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

8. Where in the Power-Interest Grid did you place the following stakeholder: **Zane Dutchman**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Zane Dutchman is is Kitchen Manager of North Location, I would consider he as low power and high interest which is fall show consideration section of the grid.

✓ **Correct**

Zane is the Kitchen Manager for Sauce & Spoon North. They will work directly with the tablets, so their interest in the project is high. They have less influence than the General Manager or the Director of Operations, so the **Show Consideration** area of the grid is a good fit.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

9. Where in the Power-Interest Grid did you place the following stakeholder: **Larissa Stein**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Larissa Stein is is Kitchen Manager of Downtown Location, I would consider he as low power and high interest which is fall show consideration section of the grid.

✓ **Correct**

Larissa is the Kitchen Manager for Sauce & Spoon Downtown. She will work directly with the tablets, so her interest in the project is high. She has less influence than the General Manager or the Director of Operations, so the **Show Consideration** area of the grid is a good fit.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.

10. Where in the Power-Interest Grid did you place the following stakeholder: **Seydou Diallo**? Keep Satisfied, Manage Closely, Monitor or Show Consideration? Write 1-2 sentences on why you chose this place on the grid.

1 / 1 point

Seydou Diallo is Restaurant Consultant of the project. I would consider he as medium power and high interest which is fall between manage closely(high effort) and show consideration section of the grid.

✓ **Correct**

Seydou is an external Restaurant Technology Consultant and part of the project team, so his interest is high. He is not a Sauce & Spoon employee and he reports directly to Peta, so his power is moderate. He might fall between the **Show Consideration** and **Manage Closely** area of the grid.

Note: You may have placed stakeholders differently, depending on how you interpreted their power and interest. Regardless of the category you chose, the key is to consider your stakeholders carefully so you know how to work with them throughout the project.