# **3. Stakeholder Analysis**

## Project:

|  | Name of Stakeholder 1 | Name of Stakeholder 2 | Name of Stakeholder 3 | Name of Stakeholder 4 |
| --- | --- | --- | --- | --- |
| Name |  |  |  |  |
| Organization |  |  |  |  |
| Role / Responsibility on project |  |  |  |  |
| Internal/External |  |  |  |  |
| Contact Details |  |  |  |  |
| Manager’s Name |  |  |  |  |
| Level of interest (1-10) |  |  |  |  |
| Level of Influence (1-10) |  |  |  |  |
| Personal Details  (Interest, Nature, Background) |  |  |  |  |
| Some other Detail. |  |  |  |  |
|  |  |  |  |  |
| Comments (How to manage) |  |  |  |  |

## **Communication Needs**

| **Stakeholder Name** | **Information Required** | **Format** | **Due date/ Periodicity** | **Comments** |
| --- | --- | --- | --- | --- |
|  | *Name of the document. Also mention the source of information* | *Email, report, and presentation.*  *Also mention document format like word, excel.* |  | *Any other information or special consideration. Also – who will provide this information?* |
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