# **Stakeholder Register**

## Project: Xyz

|  | Name of Stakeholder 1 | Name of Stakeholder 2 | Name of Stakeholder 3 | Name of Stakeholder 4 |
| --- | --- | --- | --- | --- |
| Name | IT | Customer | HR recruitment |  |
| Organization | AGS | client | AGS |  |
| Role / Responsibility on project | trouble shoot any IT related issues | time to time feedback and updates | recruitment - for any attrition or growth in business requiring additional resources |  |
| Internal/External | internal | external | internal |  |
| Contact Details | mail/extension/ mobile | email/VC - zoom or teams |  |  |
| 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) |  |  |  |  |

## **Stakeholder Needs Analysis & Engagement Plan**

| **Stakeholder Name** | **Expectations** | **Format** | **Due date/ Periodicity** | **Out Plan** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | *Examples*   * *Informal Meetings.* * *Awareness and Engagement Training.* * *Team Lunch/Dinner* * *Leadership Lunch/Diner* * *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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## **Communication Management Plan**

| **Recipient of Information** | **Information Source** | **Information Format** | **Frequency** | **Existing System** |
| --- | --- | --- | --- | --- |
| The person of group for whom the information is intended | Where is the information generated or who can provide the required information | Presentation, Email, Word document, excel sheet. Should also contain the structure of information | How often – monthly, daily, weekly. Also mention when the communication has be stopped (when the need is over) | Any existing system to take care of the information need. The shortcomings of the existing system- including security and controls needed. |
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