**[Insert Department Name]**

**Stakeholder  
Register**

**[Insert Project Name]**

Version History

| Version # | Date | Author | Key Differences |
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Introduction to the Stakeholder Register Template

A Stakeholder Register identifies the individuals and organizations that will impact the project or will be impacted by the project in some way. The term Stakeholder is a very broad term that includes not only the actual project team members but can also include any individuals affected by the changes brought about by the project’s outcome.

As the list of Stakeholders is compiled and their influence and impact on the project is assessed, the project team will begin to sort out which Stakeholders need to be closely involved in the project as it progresses. Influential Stakeholders need to stay informed so they are ready to do their part to make the project a success. Similarly, the Stakeholder Register will start to show the set of Stakeholders who, while they may not have direct influence over the project, need to be consulted throughout the project to be sure that the product being developed will have a positive impact.

The following template provides the suggested structure for the Stakeholder Register along with instructions and descriptions to guide the reader in understanding how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant change are made.

**Project Sample Library:**

The CA-PMF has a Project Sample Library that contains real-world project artifacts from approved projects that you can reference to help you complete CA-PMF templates. Visit the [CA-PMF website](http://capmf.cio.ca.gov/) to access the Project Sample Library.

# Introduction

[Project team members and any organization or individual that will impact the project or will be impacted by the project should be included as a Stakeholder. Stakeholders could include:

* Key Customers – Individuals directly impacted by the system or dependent on the system output for doing their work.
* End Users – Individuals who are accessing and using the system to do their work.
* Contractors – Contracted organizations who play a role in completing the project.
* Any individual or group in a position to support or slow project progress. Examples include members of the public, other public agencies, or other organizations that have a stake in the results of the project or who have some role in the business that is served by the project.

Initial identification of Stakeholders can focus on those individuals or organizations involved in the Initiating Process Phase. Progressive elaboration of the Stakeholder Register continues throughout the project’s Planning and Executing Process Phases, as needed.]

# Classification

[Stakeholders should be identified and classified along two important dimensions:

1. Project Influence – How much control does the Stakeholder have over project decisions around project cost, schedule, scope and ultimate success?
2. Project Impact – How much do the business processes, actions, and capabilities of the system affect the Stakeholder?

These two dimensions help define the level of influence the Stakeholder has around the project, where some Stakeholders have direct control over project decisions (e.g., Project Sponsor) and some Stakeholders are heavily affected by the project’s changes (e.g., End User). The Stakeholder’s project influence and project impact should be rated as High, Medium, or Low. There are no available measures of these dimensions, other than the best judgment of the Project Sponsor, the Business Owner, the Project Manager or any other experienced individual involved in the project.]

# Register

[The Stakeholder Register should contain the following information for each identified Stakeholder:

1. Name, Title, Organization, and Position
2. Contact information (e.g. phone, email, address)
3. The level of influence the Stakeholder has over the project (High, Medium ,Low)
4. The level of impact the project has on the Stakeholder (High, Medium ,Low)
5. The level of engagement needed of the Stakeholder. This should be rated as:

* Participate – The Stakeholder is an active participant in the project’s lifecycle
* Inform – The Stakeholder is not an active participant in the project but should be kept informed of the project’s status]

| Stakeholder  (Name, Title, Organization, Position) | Contact Information | Influence Over Project  (H/M/L) | Impacted by Project  (H/M/L) | Engagement  (Participate/Inform) |
| --- | --- | --- | --- | --- |
| Name (Project Sponsor) |  | High | High | Participate |
| Name (Business Owner) |  | High | High | Participate |
| Name (Other Affected Divisions in Sponsoring Organization, e.g. accounting) |  | Medium | High | Inform |
| Name (Head of Sponsor’s Human Resources Office) |  | Medium | Low | Inform |
| End User and/or their Representatives |  | Low | High | Inform |
| Organization (Interface Partner) |  | Medium | High | Inform |
| Department of Finance |  | High | Low | Inform |
| Department of Technology Oversight |  | High | Low | Inform |
| Office of Technology Services |  | Medium | High | Inform |
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