# README: 02\_Stakeholder\_Management

## Purpose

The `02\_Stakeholder\_Management` folder contains materials related to the identification, analysis, and initial engagement of stakeholders during the initiating phase of the project. These documents ensure a clear understanding of stakeholder needs, influence, responsibilities, and communication requirements, forming the foundation for effective stakeholder management throughout the project lifecycle.

## Contents

This folder includes the following key documents:

- \*\*Stakeholder Register\*\*: A comprehensive list of stakeholders with their roles, contact details, and involvement levels (e.g., `StakeholderRegister\_Project1\_v1.0.xlsx`).

- \*\*Stakeholder Analysis Matrix\*\*: A tool to assess stakeholders’ influence and interest, often using a power/interest grid (e.g., `StakeholderAnalysisMatrix\_Project1\_v1.0.xlsx`).

- \*\*Communication Preferences\*\*: Outlines stakeholders’ preferred communication methods and frequency (e.g., `CommunicationPreferences\_Project1\_v1.0.docx`).

- \*\*RACI Chart\*\*: Defines stakeholder roles (Responsible, Accountable, Consulted, Informed) for project tasks or deliverables (e.g., `RACIChart\_Project1\_v1.0.xlsx`).

## Sub-Folders

The following sub-folders organize stakeholder-related materials based on their function, ensuring clear separation between structured data and communication records.

### Registers

\*\*Purpose\*\*: Stores structured documents, such as lists and matrices, that capture stakeholder information, roles, and responsibilities.

- \*\*Example Contents\*\*:

- Stakeholder Register (e.g., `StakeholderRegister\_Project1\_v1.0.xlsx`), with columns for stakeholder name, role, department, contact details, and level of influence (e.g., high/medium/low).

- Stakeholder Analysis Matrix (e.g., `StakeholderAnalysisMatrix\_Project1\_v1.0.xlsx`), including power/interest grids or impact/influence assessments.

- RACI Chart (e.g., `RACIChart\_Project1\_v1.0.xlsx` or `RACIChart\_Project1\_Draft\_v0.1.xlsx`), detailing tasks and stakeholder roles (R/A/C/I).

- Stakeholder Mapping Diagram (e.g., `StakeholderMap\_Project1\_v1.0.pdf`), visualizing relationships or influence levels, if applicable.

- \*\*Organizational Considerations\*\*:

- Use spreadsheet formats (e.g., `.xlsx`) for registers and matrices to enable sorting, filtering, and easy updates.

- Adopt consistent naming conventions, such as `DocumentName\_Project1\_vX.X`, to track versions (e.g., `StakeholderRegister\_Project1\_v0.1.xlsx` for drafts).

- Create a sub-sub-folder (e.g., `Archive`) to store outdated versions of registers or matrices, preserving a history of changes for audit purposes.

- \*\*Best Practices\*\*:

- Standardize column headers in the Stakeholder Register (e.g., Name, Role, Contact, Influence, Interest) to ensure consistency across projects.

- Use conditional formatting in spreadsheets to highlight high-priority stakeholders (e.g., high power/high interest).

- Periodically review and update the register to reflect new stakeholders identified during the initiating phase.

- If using templates, align with PMO standards or frameworks like PMBOK or PRINCE2 for stakeholder analysis.

### Correspondence

\*\*Purpose\*\*: Stores records of early stakeholder communications, such as emails, meeting notes, or informal agreements, to document interactions and ensure traceability. This sub-folder supports transparency and accountability in stakeholder engagement.

- \*\*Example Contents\*\*:

- Emails or summaries of initial stakeholder discussions (e.g., `KickoffMeeting\_Notes\_20250804.docx`).

- Stakeholder feedback on project scope or charter (e.g., `StakeholderFeedback\_Smith\_20250804.pdf`).

- Early communication plans or drafts (e.g., `InitialCommPlan\_Project1\_v0.1.docx`).

- Records of stakeholder interviews or surveys (e.g., `StakeholderInterview\_Summary\_20250804.docx`).

- \*\*Organizational Considerations\*\*:

- Organize correspondence by date or stakeholder name for easy retrieval (e.g., `Email\_Smith\_20250804.pdf` or `20250804\_KickoffNotes.docx`).

- Use sub-sub-folders if correspondence volume is high, such as by stakeholder group (e.g., `Executive\_Stakeholders`, `Project\_Team`) or by communication type (e.g., `Emails`, `Meeting\_Notes`).

- Convert emails to PDF or text files to ensure accessibility and prevent reliance on email clients.

- \*\*Best Practices\*\*:

- Summarize lengthy email threads into concise documents to reduce clutter and improve usability.

- Maintain a log (e.g., `Communication\_Log.xlsx`) within the sub-folder to track key interactions, including date, stakeholder, and purpose.

- Ensure sensitive correspondence (e.g., executive approvals) is stored securely with restricted access.

- Cross-reference correspondence with the Stakeholder Register to link communications to specific stakeholders.

## Folder Hierarchy Diagram

PMO/

├── Project 1/

│ ├── 01\_Initiation\_Documents/

│ │ ├── Drafts/

│ │ └── Approved/

│ ├── 02\_Stakeholder\_Management/

│ │ ├── README.md # This README file

│ │ ├── Registers/

│ │ │ ├── RACIChart\_Project1\_v1.0.xlsx

│ │ │ ├── StakeholderRegister\_Project1\_v1.0.xlsx

│ │ │ ├── StakeholderAnalysisMatrix\_Project1\_v1.0.xlsx

│ │ │ ├── StakeholderMap\_Project1\_v1.0.pdf

│ │ │ └── Archive/

│ │ └── Correspondence/

│ │ ├── Emails/

│ │ ├── Meeting\_Notes/

│ │ └── Communication\_Log.xlsx

│ ├── 03\_Risks\_and\_Assumptions/

│ │ ├── RiskRegister\_Project1.xlsx

│ │ ├── AssumptionsLog\_Project1.xlsx

│ │ ├── MitigationPlans/

│ │ └── Archive/

│ ├── 04\_References\_and\_Supporting\_Materials/

│ └── 05\_Administration/

├── Project 2/

├── Project 3/

└── README.md # PMO-level overview