# 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. These documents ensure a clear understanding of stakeholder needs, influence, and communication requirements.

## Contents

This folder includes:

- \*\*Stakeholder Register\*\*: A list of stakeholders with 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`).

## Sub-Folders

- \*\*Registers\*\*: Stores structured documents like lists and matrices for stakeholder data.

- Example contents: Stakeholder Register (e.g., `StakeholderRegister\_Project1\_v1.0.xlsx`), Stakeholder Analysis Matrix (e.g., `StakeholderAnalysisMatrix\_Project1\_v1.0.xlsx`).

- Use `.xlsx` for sorting and filtering; archive outdated versions in a sub-sub-folder (e.g., `Archive`).

- \*\*Correspondence\*\*: Stores records of early stakeholder communications, such as emails or meeting notes.

- Example contents: Kickoff meeting notes (e.g., `KickoffMeeting\_Notes\_20250804.docx`), stakeholder feedback (e.g., `StakeholderFeedback\_Smith\_20250804.pdf`).

- Organize by date or stakeholder name; use sub-sub-folders (e.g., `Emails`, `Meeting\_Notes`) for high volume.

## Naming Conventions

- Use `DocumentName\_Project1\_vX.X` for version control (e.g., `StakeholderRegister\_Project1\_v1.0.xlsx`).

- For correspondence, include date or stakeholder name (e.g., `Email\_Smith\_20250804.pdf`).

- Append `\_Draft` or `\_Approved` to indicate document status where applicable.

## Best Practices

- Standardize column headers in registers (e.g., Name, Role, Contact, Influence, Interest).

- Use conditional formatting in spreadsheets to highlight high-priority stakeholders.

- Summarize lengthy correspondence to reduce clutter and maintain a communication log (e.g., `Communication\_Log.xlsx`).

- Restrict access to sensitive correspondence (e.g., executive approvals).

## Notes

- Cross-reference correspondence with the Stakeholder Register for traceability.

- If using project management tools (e.g., Jira), link records to the stakeholder module.

- Contact the project manager for templates or clarification on stakeholder engagement protocols.