**Stakeholder Registers**

**Sub-Folder: 02\_Stakeholder\_Management/Registers**

**🔍 Purpose**

The Registers sub-folder provides structured stakeholder documentation during the **Initiation Phase** of a project. These documents help ensure stakeholder roles, influence, and communications are clearly defined and aligned with project goals.

The folder supports **clarity**, **consistency**, and **auditability** across all project efforts.

**📁 Key Contents**

| **Document** | **Description** |
| --- | --- |
| **Stakeholder Register** | Lists all project stakeholders, their roles, contact info, and influence. |
| **Stakeholder Analysis Matrix** | Evaluates stakeholders based on influence and interest (e.g., power grid). |
| **RACI Chart** | Assigns roles: Responsible, Accountable, Consulted, Informed. |
| **Stakeholder Mapping Diagram** | Visualizes stakeholder relationships or influence hierarchies. |

**📂 Sub-Folder Structure**

Each document type is organized into four distinct sub-folders:

**📄 1. Drafts**

*For documents under development and stakeholder review.*

**Examples**:

* StakeholderRegister\_Project1\_Draft\_v0.1.xlsx
* RACIChart\_Project1\_Draft\_v0.1\_20250804\_JD.xlsx

**Guidelines**:

* File format: .xlsx for spreadsheets.
* Use versioning and initials for tracking.
* Move finalized files to **Approved** folder.

🔐 *Access Tip:* Limit editing to PMs or authorized contributors.

**✅ 2. Approved**

*Final versions reviewed and accepted by stakeholders.*

**Examples**:

* StakeholderRegister\_Project1\_Approved\_v1.0.xlsx
* StakeholderMap\_Project1\_v1.0.pdf

**Best Practices**:

* Store editable files in .xlsx; export diagrams to .pdf.
* Track approvals using Approval\_Log.xlsx.
* Keep only one official version per document.

**🧩 3. Templates**

*Reusable forms to ensure consistency across projects.*

**Examples**:

* RACIChart\_Template.xlsx
* StakeholderRegister\_Template.xlsx

**Tips**:

* Templates should align with PMO frameworks (PMBOK, PRINCE2).
* Use locked cells or comments to prevent accidental changes.
* Update templates periodically using lessons learned.

**📦 4. Archive**

*Outdated or superseded documents retained for auditing.*

**Examples**:

* StakeholderRegister\_Project1\_v0.9.xlsx
* RACIChart\_Project1\_v0.9.xlsx

**Recommendations**:

* Include versioning in file names (e.g., v0.9, v1.1).
* Archive only after approval of a newer version.
* Restrict access to preserve document integrity.

**📊 Visual: Folder Hierarchy (Project 1)**

You can paste this into Word and use SmartArt or icons for a visual upgrade:

PMO/

└── Project 1/

├── 01\_Initiation\_Documents/

│ ├── Drafts/

│ └── Approved/

├── 02\_Stakeholder\_Management/

│ ├── README.md

│ ├── Registers/

│ │ ├── README.md

│ │ ├── Drafts/

│ │ ├── Approved/

│ │ ├── Templates/

│ │ └── Archive/

│ └── Correspondence/

├── 03\_Risks\_and\_Assumptions/

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

└── 05\_Administration/

**🧠 Final Notes**

* Maintain **file naming discipline** (DocumentName\_ProjectX\_vX.X\_Date.ext).
* Consider adding **document metadata** (author, version, date) inside each Excel or Word file.
* Keep the folder structure consistent across all projects to simplify onboarding and audits.

Would you like me to:

1. ✅ Save this as a .docx file (with styles and a header layout)?
2. 🎨 Include icons or color-coded section headings?
3. 📄 Provide a companion README template for the Correspondence folder next?

Just say the word.