

# Stakeholders register

## EFFECTIVELY MANAGE THE STAKEHOLDERS OF THE PROJECT

### What is the stakeholder register?

It helps to determine the approach and strategy to adopt vis-à-vis each stakeholder, according to their power/interest.

There are 4 types of stakeholder management strategies:

- Keep satisfied
- Key Actors
- Minimal effort
- Keep informed

### When to use it?

#### INITIATION PHASE

The identification and analysis of stakeholders are made during initiation phase, however, this document is likely to progress during the project.

## How to use it?

- On the "Stakeholder Register" sheet, list all of the project stakeholders, as well as their roles, interests, and influences on the project
- After having identified and assessed the weight and interest of each stakeholder, you can analyze the result in the "Power-Interest matrix" sheet
- The Power-Interest matrix shows the interest and influence of your stakeholder, and helps you to adopt one of the 4 suggested strategies (Key actor, keep satisfied, keep informed, or minimal effort)
- Complete the other required information on the stakeholder register and keep this document up to date
- The Excel file is provided with a detailed user guide. The latter allows you to do two things:
  - Use the file properly
  - Customize the file by modifying its parameters

## Document structure

- Stakeholder register (Name, Type, Position, Interest, Power, Strategy, Contributions, Expectations, Actions, Contact)
- Power / Interest Matrix