

Stakeholder Communication Summary

Project Name: _____

Date: _____

Prepared by: _____

1. Stakeholder Overview

Stakeholder	Role	Interest/Influence	Contact
Example: Marketing Dept	Internal Team	High Interest, Medium Influence	marketing@company.com
Example: ABC Vendor	External Partner	Medium Interest, Low Influence	contact@abcvendor.com

2. Communication Activities

Date	Medium	Stakeholders Involved	Summary	Outcome / Action Items
2024-06-12	Email	Marketing Dept	Shared project update	Follow up required on feedback
2024-06-15	Meeting	ABC Vendor	Discussed new requirements	Vendor to submit revised proposal

3. Next Steps & Follow-up

- Schedule review meeting with project team (by 2024-06-20)
- Update stakeholders on milestone achievements
- Collect and address further queries from ABC Vendor

Important Notes:

- This document helps ensure all stakeholders are informed and aligned.
- Update the summary regularly after significant communications or project milestones.
- Maintain concise and clear records for future reference and accountability.
- Verify contact information and communication preferences for all stakeholders.