

Stakeholder Analysis Document

Project Title:

[Enter Project Title]

Date:

[Enter Date]

Prepared by:

[Preparer's Name and Designation]

1. Introduction

This stakeholder analysis identifies key stakeholders for the project, outlines their interests, level of influence, and anticipated impact on project outcomes. This information will guide engagement strategies essential for the project's success.

2. Stakeholder Identification & Assessment

Stakeholder Group/Name	Role/Responsibility	Interests & Expectations	Influence (Low/Med/High)	Impact on Project	Engagement Approach
[E.g., Community Members]	Primary Beneficiaries	Access to improved services; positive social impact	Medium	High	Regular updates; participatory feedback sessions
[E.g., Local Government]	Regulator, Policy Support	Compliance; community welfare	High	High	Consultations; involve in decision-making
[E.g., Funding Agency]	Funder	Effective use of funds, measurable outcomes	High	High	Transparent reporting; periodic progress reviews

3. Stakeholder Engagement Plan

Engagement activities (e.g., workshops, surveys, individual meetings) will be tailored based on interest and influence level. Clear, consistent communication is prioritized throughout the project lifecycle.

4. Risks and Mitigation Strategies

Potential Risk	Stakeholder(s) Involved	Mitigation Measures
Lack of engagement from beneficiaries	Community Members	Use participatory methods, address barriers to engagement
Policy changes or delays	Local Government	Maintain strong relationships, regular briefings

5. Approval and Review

Document reviewed by: [Reviewer Name, Designation, Date]

Document approved by: [Approver Name, Designation, Date]

Important Notes:

- Regularly update this document as stakeholders or project scope evolve.
- Engagement approaches should be context-specific and culturally sensitive.
- Certain stakeholders may change in influence or impact over the course of the project.
- Maintain transparent communication to build trust and support.
- Use this analysis to inform risk management and project planning activities.