

Stakeholder Analysis Document

Project Title: _____

Date: _____

Prepared by: _____

1. Purpose

This document identifies and analyzes key stakeholders for the project, outlining their interests, influence, and strategies for engagement.

2. Stakeholder Identification Table

| Stakeholder Name | Role/Position | Interest in Project | Influence/Power | Engagement Strategy | Contact Information |
|------------------|-----------------|--------------------------------|-----------------|--|----------------------|
| Jane Doe | Project Sponsor | Ensures project delivers value | High | Regular updates and decision involvement | jane.doe@email.com |
| Team Leads | Development/QA | Smooth execution & delivery | Medium | Collaborative meetings and reports | team.leads@email.com |
| End Users | Employees | User-friendly interfaces | Low | Feedback sessions & training | n/a |

3. Stakeholder Influence & Interest Matrix

| Stakeholder | Level of Influence | Level of Interest | Management Approach |
|-------------|--------------------|-------------------|---------------------|
| Jane Doe | High | High | Manage Closely |
| Team Leads | Medium | Medium | Keep Satisfied |
| End Users | Low | High | Keep Informed |

4. Communication Plan

| Stakeholder | Information Needs | Frequency | Method |
|-------------|-------------------------------------|--------------|--------------------|
| Jane Doe | Project Progress, Milestones, Risks | Weekly | Meetings, Email |
| Team Leads | Technical Updates, Issues, Schedule | Twice a week | Stand-ups, Reports |
| End Users | Product Features, Training | As needed | Workshops, Email |

Important Notes

- Regularly review and update the stakeholder list as the project evolves.

- Maintain open communication tailored to each stakeholder group.
- Proper analysis helps anticipate and manage stakeholder concerns early.
- Well-managed stakeholder relationships contribute significantly to project success.
- Document all engagements and track any changes in stakeholder roles or influence.