

# 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.