

# Stakeholder Register Template

*The stakeholder register provides the list of project stakeholders and any information needed to execute the stakeholder engagement plan.*

# Who are Stakeholders?

A stakeholder is an individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project, program, or portfolio.

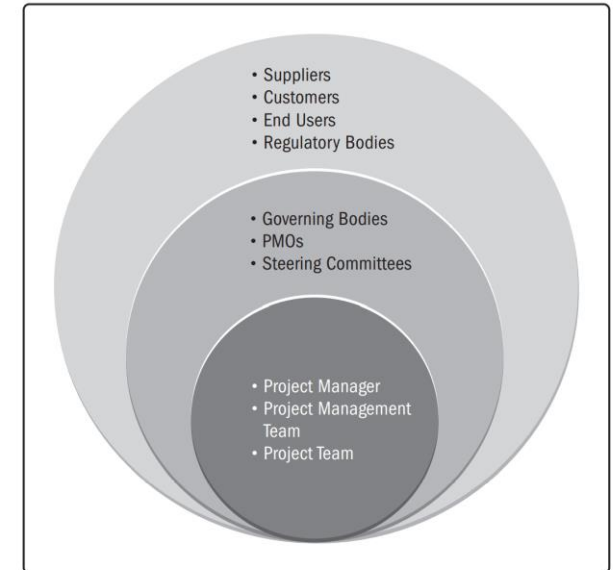


Figure 2-2. Examples of Project Stakeholders

# What is a Stakeholder Engagement?

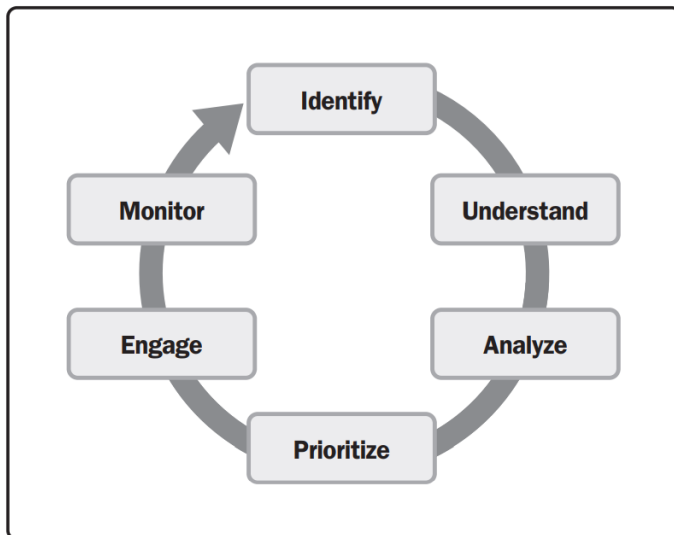


Figure 2-3. Navigating Effective Stakeholder Engagement

Implementing strategies and actions to promote productive involvement of stakeholders through

- Identification your stakeholder needs,
- understanding and analyzing their concerns
- prioritizing their needs and solving them
- consistent engagement and monitoring – keeping them informed and aim for constant customer satisfaction

# What is a Stakeholder Register?

- ✓ Used to identify stakeholders who can provide information on the requirements
- ✓ Captures requirements and expectations that stakeholders have for the project
- ✓ Identifies potential owners for risk responses
- ✓ Provides details on the project participants and their interests in the project, including regulatory agencies, contracting personnel, and legal personnel
- ✓ Updated with any additional information on stakeholders, particularly regulatory agencies, contracting personnel, and legal personnel
- ✓ Includes information about identified stakeholders, including contracted team members, selected sellers, contracting officers, and other stakeholders who are involved in procurements.
- ✓ Reflects UpToDate stakeholders information

# STAKEHOLDER REGISTER TEMPLATE

ID#	Stakeholder Name	Title/Role	Communication Type	Preferred Communication vehicle	Power (High/Low)	Interest (High/Low)	Needs/Wants/Expectations from this Project	Concerns they may have
1	Alex	VP Sales	Internal Sales Meeting	Phone	H	H	Completion of Project by Q4	Delays
2	Add text here	Add text here						
3	Add text here	Add text here						
4	Add text here	Add text here						
5	Add text here	Add text here						
6	Add text here	Add text here						

Stakeholder	Unaware	Resistant	Neutral	Supportive	Leading
Stakeholder 1	C			D	
Stakeholder 2			C	D	
Stakeholder 3				D C	

*Stakeholder assessment matrix helps to understand and compare the different stakeholders and their attitude towards your project 😊*

**Figure 13-6. Stakeholder Engagement Assessment Matrix**

**Thank you for downloading the Stakeholder Register Template.**

For more best practices and real project experience on *People, Processes, Environment related to Project Management*

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