STAKEHOLDER MANAGEMENT PLAN

(Project Name/Type)

more detailed project information

Prepared for Business Name Street Address City, State, Zip Attn: Name, title email address

> Prepared By Your Name Business Name Street Address City, State, Zip email address phone number

PURPOSE

The stakeholder management plan is used for: planning the engagement of stakeholders, developing strategies to reduce or eliminate resistance and creating strategies to increase support and buy-in. Because planning for stakeholder management generates activities, this plan becomes an input to other subsidiary plans.

IDENTIFICATION APPROACH

Describe the activities that will be performed to identify the project stakeholders. Beside each activity, list the person responsible for performing the activity and the date it should be performed by.

Activity	Person Responsible	Performance Date

Should some stakeholder identification activities be performed again, at a later date? If so, which ones?

List all project stakeholders on the register, below.

STAKEHOLDER REGISTER

Stakeholder Name	Title and Project Role	Contact Information	Notes

STAKEHOLDER ANALYSIS

Provide analysis for each stakeholder identified above.

Stakeholder Name	Internal or External Stakeholder	Unaware, Resistant, Neutral, Supportive or Leading?	Level of influence (1-5 with 5 being the lowest)	Ability to impact resources (1-5 with 5 being the lowest)	Total Score

What does this stakeholder need?

What expectations does this stakeholder have?

What is this stakeholder's greatest concern?

What is needed from this stakeholder?

What is the risk if this stakeholder is not engaged?

Should we monitor, keep informed, keep satisfied or manage closely?

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

What information should be distributed to this stakeholder and what concerns should be addressed? How and when?

Describe the engagement strategy. (Include in the change management plan and/or scope management plan.)

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

Stakeholder Management Plan	Template
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Who is the person responsible for performing the activities described above?

ADD MORE SECTIONS/PAGES FOR STAKEHOLDER ANALYSIS, IF NEEDED.

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SCOPE				
Ensure all activities identified in this plan are added to the activities list in the scope management plan.				
TIME				
Ensure the timing of activities identified in this plan is included in the time management plan.				
ESTIMATED COST				
Provide high-level cost inf	formation for implementing	all activities identified hereir	n.	
Activity Description Estimated Cost			Estimated Cost	
TOTAL ESTIMATED COST				
HUMAN RESOURCE REQUIREMENTS				
List the people from within the organization that might be assigned to any activity described herein.				
Name	Department/Title	Contact Information	Immediate Supervisor	
COMMUNICATIONS				

Ensure all communication strategies identified herein are included in the communications management

plan.

ASSUMPTIONS			
List any assumptions made. Move all assumptions to the assumption log.			
RISKS			
From a high-level perspective, identify all known or perceived risks. Include all risks in the risk management plan.			
PROCUREMENTS			
List all resources, if any, which must be procured.			
Description	Source	Estimated Cost	
SUPPORTING DOCUMENTATION			
Please supporting documents, if any, and list them here.			
PLAN APPROVAL			
	Date:		
By initialing each page and signing below, I		_, in my capacity as	
	, approve this stakeholder ma	anagement plan.	
(Insert Name of Organization)			
	Stakeholder Man	agement Plan Template	

Initials

Ву:		
	Signature	
		-
	Printed Name and Title	
For	additional free project management templates v	isit www.mvpmllc.com/project-management-
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Initials