PROJECT STAKEHOLDER MANAGEMENT PLAN TEMPLATE

This template The Stakeholder Management Plan template will enable you to identify and categorize your stakeholders in terms of their 'interest'. The level of interest for each stakeholder is defined by assessing three key facets as they relate to that individual and the project:

- Level of influence

- Level of interest

- Level of involvement

Thus allowing you to develop a comprehensive management strategy that ensures you set expectations appropriately and retain their support throughout the project life cycle according to their ability to affect the project and its outcome. There are four processes in the creation of this management plan.

13.1 Identify Stakeholders

13.2 Plan Stakeholder Management

13.3 Manage Stakeholder Engagement

13.4 Control Stakeholder Engagement

The importance of planning and preparing a sound strategy to manage your stakeholders as early as possible in the project management process cannot be over emphasized. Good management of stakeholder's interests from the outset will help you to avoid unnecessary diversions that arise from a lack of understanding of their needs and interests.

FRONT COVER	DESCRIPTION: this page details the typical items found on the cover of stakeholders management plan. Amend its contents to reflect the needs of your specific project and organization's culture.
Displays a top-level summary of essential information relating to the Stakeholders Management Plan.	- Project Manager is listed as its author along with their contact details. - Project Name that this plan relates to. - Version of Stakeholders Management Plan - Version history will be shown in relevant appendix. - Approval: - Lists the names and job titles of each person who as given approval and sign-off of this plan. - The date and version they have approved accompany their signature. - Circulation List of who (name, location & organization) has received stated version.

Project Working Title:	Project Description:			Version: Date:
Project Sponsor:	**Contact tel:** email:	**Plan Author:**	**Contact tel:** email:	**Organization:**

STAKEHOLDERS MANAGEMENT PLAN APPROVAL			
Printed Name & Job Title	Project Role	Signature	Date Approved
	Project Sponsor		

CIRCULATED TO:
- - - - -   - - - - -

INTRODUCTION – this section of the plan provides an outline of the objectives behind the strategy for managing the project stakeholders. It describes how this plan aims to gain and retain each stakeholder's support for the project. It also outlines how it intends to anticipate any resistance, conflict or opposing requirements that exist among the stakeholders.

IDENTIFY STAKEHOLDERS – the first action of this plan is to identify the individual stakeholders and define the methodology that the project team will adopt to complete this task. It is vital that ALL a projects stakeholders are identified whether they have a major or minor stake in the outcome of the project. If insufficient time is given to this process.

Part of the methodology is agreeing the different categories that will be used to classify the different needs and interests that will be used in the Stakeholder register (often an appendix to this report – Appendix D). It is important that all **'key' stakeholders** are clearly identified as they frequently those individuals that are most affected by the projects implementation and/or have considerable influence over the project. Communication to and from this group must receive priority and be well managed.

KEY STAKEHOLDERS

STAKEHOLDER ANALYSIS – this section is extremely important because it ensures that any future obstacles and diversions that can occur from poor communication are avoided. It will describe how this process will be performed and outline the tools and techniques that will be used.

It consists of a two part process – first to identify and categorize each individual stakeholder according to their level of interest, influence and involvement. Secondly to then use these assigned categories to detail their main concerns and define their level of need (actively involve, retain support, reassure & prevent surprises) and strategy behind communications.

Tools & Techniques

ID	Name of Stakeholder	Category	Interest (1-5)	Influence (1-5)	Involve-ment (1-5)	Concerns	Communication Strategy

MANAGE STAKEHOLDER ENGAGEMENT – this section describes how the expectations of stakeholders will be managed to keep their positive support throughout the duration of the project. It will outline the tools and techniques to be used as part of this process.

Tools & Techniques

CONTROL STAKEHOLDER ENGAGEMENT – this part of the plan outlines the different ways each category of stakeholder swill be controlled through the lifecycle of the project. It describes which tools and techniques will be used as part of this process.

Tools & Techniques

APPENDIX A – VERSION HISTORY

This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below

Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

APPENDIX B – GLOSSARY OF PROJECT TERMS

Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication.

Acronym / Term	Standard or Project Definition
PMO	Project Management Office

APPENDIX C – DOCUMENTATION REFERENCES		
Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with of the communications management plan.		
ISBN / Reference / Version	Document	Author
	Communications Management Plan Stakeholder Register	

APPENDIX D – STAKEHOLDER REGISTER						
Stakeholder	**Contact Details**	**Project Related Role**	**Category**	**Interest**	**Influence**	**Involvement**
Name: Job Title: Organization:	Email: Tel: Location:					
Major Requirements:						
Main Expectations:						
Name: Job Title: Organization:	Email: Tel: Location:					
Major Requirements:						
Main Expectations:						
Name: Job Title: Organization:	Email: Tel: Location:					
Major Requirements:						
Main Expectations:						
Name: Job Title: Organization:	Email: Tel: Location:					
Major Requirements:						
Main Expectations:						