Stakeholder Analysis Worksheet

Use this worksheet as a tool for documenting stakeholder information.

|  |  |  |
| --- | --- | --- |
|  | Project Name |  |
|  | Date |  |

|  |
| --- |
| Stakeholder Information |
| [ ]  Internal to the organization [ ]  External to the organization |
| Objective Characteristics: |
| Stakeholder Name |  |
| Stakeholder Title |  |
| Role on Project |  |
| Business unit(s) represented by the stakeholder |  |
| # of people represented by the stakeholder |  |
| Physical Location(s) |  |
| Email Address |  |
| Office Phone |  |
| Mobile Phone |  |
| Time allocated to project (% or hours/week) |  |
| Known scheduling conflicts (i.e. upcoming vacations) |  |
| Length of time in this position |  |
| Subjective Characteristics: |
| Area(s) of expertise & level of business knowledge |  |
| Decision-making authority |  |
| Best communication vehicle(s): phone, in person, email, IM, formal documents, etc |  |
| Desired frequency of communication |  |
| Ideal requirements elicitation technique(s): individual interview, group facilitation, observation, etc |  |
| Area(s) of concern/additional notes |  |