

# STAKEHOLDER REGISTER

Project Title:

Date Prepared:

Name	Position	Role	Contact Info	Communication Requirements	Project Expectations	Influence	Classification

List the people, groups and organizations that are impacted by the project. Consider:

- Who is indirectly involved with the project?
- Who may be affected (either positively or negatively) by the project?
- Who may be affected (either positively or negatively) by the project's outcome?
- Who gains or loses from the project's success?
- Who wants to complete the project successfully and who doesn't?
- Who are the suppliers?
- Who is the user of the end result of the project?
- Who are the competitors?
- Who are the shareholders?
- Is any local community impacted by the project or its outcome?
- Who has the authority to influence the project or its outcome?
- Who has authority to make the project succeed?
- Who can make your project fail?

Influence – level of active involvement (high, medium, low)

Classification – is the person an internal, external, positive, negative or a neutral stakeholder?

Update as required throughout the project.