

# STAKEHOLDER MANAGEMENT PLAN

**(Project Name/Type)**

*more detailed project information*

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**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





## Stakeholder Analysis

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?

Who is the person responsible for performing the activities described above?

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

## 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 information for implementing all activities identified herein.

Activity Description	Estimated Cost
<b>TOTAL ESTIMATED COST</b>	

## 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 management plan.

*(Insert Name of Organization)*

Stakeholder Management Plan Template

\_\_\_\_\_  
Initials

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

For additional free project management templates visit [www.mypmlc.com/project-management-resources/free-project-management-templates](http://www.mypmlc.com/project-management-resources/free-project-management-templates).

Stakeholder Management Plan Template

\_\_\_\_\_  
Initials