APPENDIX B

Managing Stakeholders Expectations

Sample Templates

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**Project Stakeholders Register**

Project stakeholders include individuals or organizations whose interest may be positively or negatively affected by the project. By identifying stakeholders up front, we can determine their needs and expectations, and try to manage and influence those expectations to the betterment of the project.

**Corporate Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Anticipated Role/Influence On Project** | **Additional Comments / Requirements** |
|  |  |  |
|  |  |  |

**Client Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Anticipated Role/Influence On Project** | **Additional Comments / Requirements** |
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**Public Stakeholders**

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| --- | --- | --- |
| **Stakeholder** | **Anticipated Role/Influence On Project** | **Additional Comments / Requirements** |
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**Other Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Anticipated Role/Influence On Project** | **Additional Comments / Requirements** |
|  |  |  |
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**Project Stakeholder Engagement Assessment Matrix**

**C=Current D=Desired**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Unaware** | **Resistant** | **Neutral** | **Supportive** | **Leading** |
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**Project Stakeholder Analysis Matrix**

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| --- | --- | --- | --- |
| **Stakeholder** | **Stakeholder Interest(s) in the Project** | **Assessment of Impact** | **Potential Strategies for Gaining Support, or Reducing Obstacles** |
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**Project Stakeholders Register - Modified**

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| --- | --- | --- | --- | --- | --- |
| **Classification** | **Stakeholder** | **Anticipated Role/Influence On Project** | **Requirements** | **Anticipated Impact** | **Potential Strategies for Gaining Support, or Reducing Obstacles** |
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