Stakeholder analysis template

List your stakeholders, using pen and paper or on a computer. Think about who is involved in or affected by your project, including those inside and outside the organisation.

Next, place these stakeholders in the most appropriate category in the stakeholder analysis and add them to the most appropriate category in the grid below.

	Engage and address needs and concerns	**Key players to involve in the project**
Influence of stakeholders	**Keep informed**	**Keep engaged and involve where needed**

Interest of stakeholders in project