

Stakeholder Analysis Document

1. Purpose

This document identifies key stakeholders, assesses their interests and influence, and defines engagement strategies for the project.

2. Project Overview

Project Name:

Prepared by:

Date:

3. Stakeholder Identification

Stakeholder Name	Role / Department	Contact Information

4. Stakeholder Analysis

Stakeholder	Interest / Concern	Influence	Impact	Attitude

Influence/Impact: High / Medium / Low | Attitude: Supportive / Neutral / Opposed

5. Stakeholder Engagement Strategies

Stakeholder	Engagement Strategy	Frequency	Responsible Person

6. Key Communication Messages

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7. Revision History

Date	Version	Description of Change	Author