[](https://www.smartsheet.com/try-it?trp=11932&utm_source=template-word&https://www.smartsheet.com/try-it?trp=11932&utm_source=template-word&utm_medium=content&utm_campaign=Stakeholder+Management+Example-word-11932&lpa=Stakeholder+Management+Example+word+11932)**STAKEHOLDER MANAGEMENT TEMPLATE – EXAMPLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  |  |  |  |  | PROJECT MANAGER |
| Front Office Remodel | | | | |  | Susan Johnson |
| PROJECT DELIVERABLE | |  |  |  |  | START DATE |
| Reconstruct the front office to streamline the check-in process and improve patient privacy | | | | |  | 00/00/0000 |
|  | END DATE |
|  | 00/00/0000 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | COMMUNICATION | | COMMITMENT LEVEL | | | | |
| STAKEHOLDER | TITLE | EMAIL | INFLUENCE | INFORMATION TYPE | DECISION MAKER? | Frequency | Type | Unaware | Against | Neutral | Supportive | Leading |
| Jessica Bates | Front Office Manager | jbaites@email.com | Medium | Status updates | Yes | Weekly | Phone Call |  |  |  |  | **✓** |
| Melissa Nelson | Physician | mnelson@email.com | High | Status updates, budget reports, timeline, change requests | Yes | Twice Weekly | Phone Call |  |  |  | **✓** |  |
| Mary Higgins | Interior Designer | mhiggins@email.com | Medium | Timeline, key design decisions | No | Weekly | Teams Meeting |  |  | **✓** |  |  |
| Matt Dunn | Construction Lead | mdunn@email.com | High | Timeline, key construction decisions | No | Weekly | Teams Meeting |  | **✓** |  |  |  |
| Sarah Smith | Check-In Staff | ssmith@email.com | Low | Status updates | No | Monthly | Email | **✓** |  |  |  |  |

STAKEHOLDER MANAGEMENT TEMPLATE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  |  |  |  |  | PROJECT MANAGER |
|  | | | | |  |  |
| PROJECT DELIVERABLE | |  |  |  |  | START DATE |
|  | | | | |  |  |
|  | END DATE |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | COMMUNICATION | | COMMITMENT LEVEL | | | | |
| STAKEHOLDER | TITLE | EMAIL | INFLUENCE | INFORMATION TYPE | DECISION MAKER? | Frequency | Type | Unaware | Against | Neutral | Supportive | Leading |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |