Map your **stakeholders**

Introduction

Great stakeholder management is essential for an organization. It helps to get projects moving and meet goals. Use this template to structure your own stakeholder management.

Tip: Share this template with colleagues who are involved in stakeholder management regularly.

How to use **this template**

1 Choose
Choose the project you want to keep in mind when filling out this template. That way you create an overview and structured way of working.

2 List
Make a list of stakeholders that are involved in the project.

3 Influence
Note, per stakeholder, how big or small (or anything in between) their influence is on the project.

4 Interest
How much interest does each stakeholder have?

5 Impact
Describe, per stakeholder, how their personality and culture impact their attitude.

6 Risk
Based on the descriptions per stakeholder, it's time to make a risk analysis: how likely is that a specific person holds you back from making a project successful.

7 Approach
Finally, determine your approach when engaging with each stakeholder. You should determine your approach based on what you fill in each part of the template.
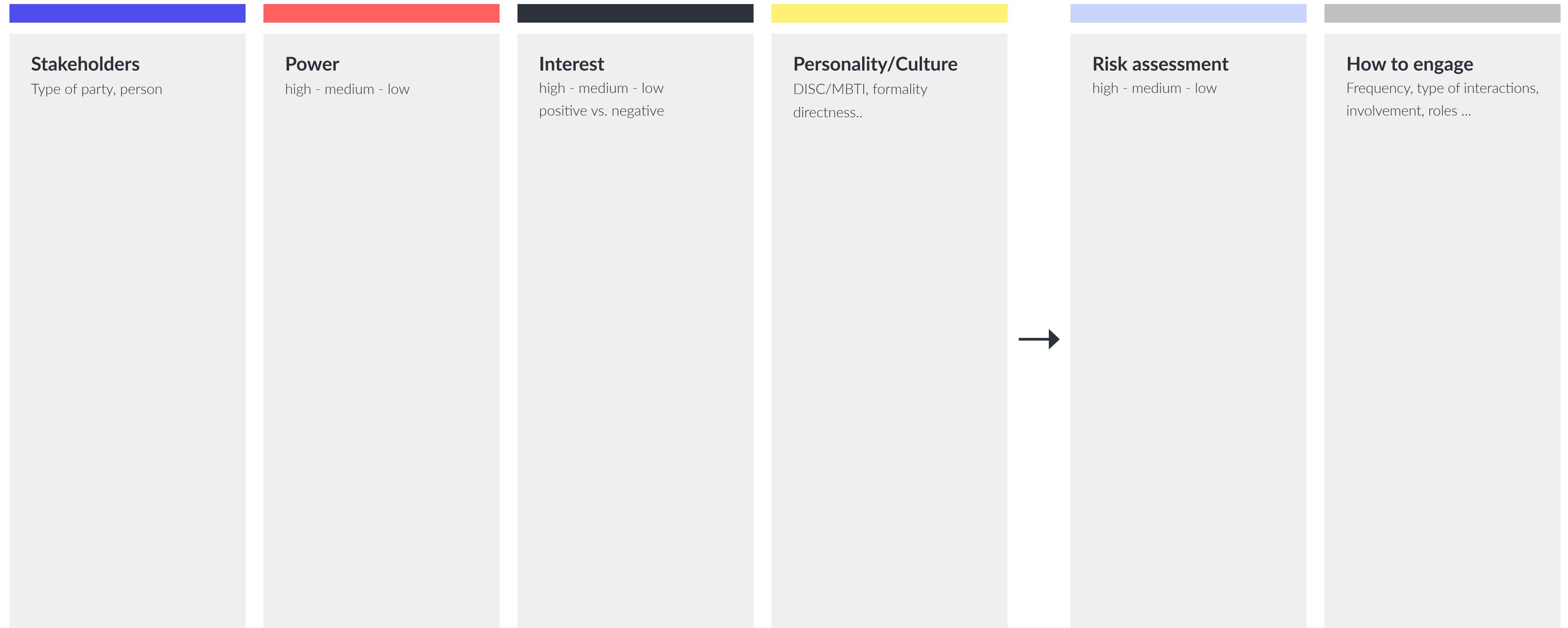**Tip:** Consider how often you email, meet or present to them, for example

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Lepaya*

Project name: _____

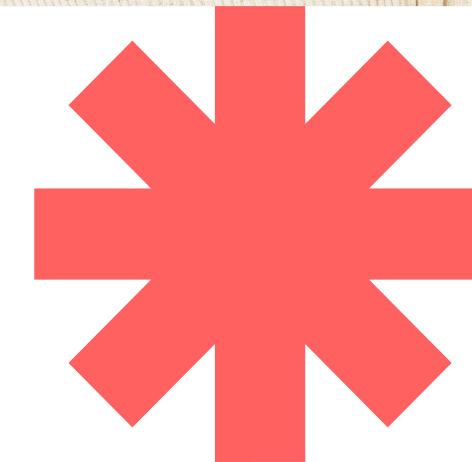| Stakeholders	Power	Interest	Personality/Culture	→	Risk assessment	How to engage
Type of party, person	high - medium - low	high - medium - low positive vs. negative	DISC/MBTI, formality directness..		high - medium - low	Frequency, type of interactions, involvement, roles ...

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