**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=8754&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Stakeholder+Analysis+Template-word-8754&lpa=Basic+Stakeholder+Analysis+Template+word+8754)Basic Stakeholder Analysis Template Example**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Role /  Position | Contact Information | Type  (Internal, External, Direct, Indirect) | Area(s) of Interest /  What’s Important  to the Stakeholder | Level of  Influence  (High, Med, Low) | Impact  (High, Med, Low) | Engagement  Strategy |
| Carmen Robertson | Project Sponsor | Carmen  @example.com | Internal | Successful project completion, ROI,  time-to-market | High | High | Meet weekly one-on-one. Seek input often. |
| Everett  Crosse | Operations Manager | Everett  @example.com | Internal | Process efficiency, cost reduction,  team coordination | Medium | High | Provide weekly updates. Invite to key events. |
| Henry  McNeal | Supplier Manager | Henry  @example.com | External | Timely delivery, contract  compliance,  quality of materials | Low | Medium | Meet quarterly. Provide general information if inquired. Include in broad communication. |
|  |  |  | Direct |  |  | Low |  |
|  |  |  | Indirect |  |  |  |  |

Basic Stakeholder Analysis Template

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| --- | --- | --- | --- | --- | --- | --- | --- |
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