**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 |   |   |   |   |

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