

# Stakeholder Register

## Stakeholder Register *Guide*

*A guide to completing the Stakeholder Register*

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# Stakeholder Register

<b>Name</b>	Enter the name of the stakeholder
<b>Position</b>	Enter the stakeholder's position within the organisation.
<b>Role</b>	Detail the function the stakeholder performs with respect to the project.
<b>Contact Information</b>	List correspondence and communication details for the stakeholder.
<b>Requirements</b>	Detail of stakeholder's high-level needs or wants for the project.
<b>Expectations</b>	Detail of stakeholder's expectations from the project.
<b>Influence</b>	Specify the level and type of influence the stakeholder has on the project.
<b>Classification</b>	Add classifications/categories to stakeholders to group them into clusters.