



[Company]

[Company Address]

Tel: [Company Phone]

Fax: [Company Fax]

[Company E-mail]

May 16, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, phase, etc.]

Project Stakeholder Management Plan

The project stakeholder management plan is a component of the project management plan and identifies the management strategies required to effectively engage stakeholders.

The level of details can vary based on the needs of the project.



[Project Name]

Project Stakeholder Management Plan

REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*												
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers							
Rev. 0 (draft)	29/10/2013													

*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Stakeholder Management Plan from time to time may require updates. Any amendment to this plan shall be **informed to the change control board by use of the change request form and approved by the project change control board** prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system **(to be added upon initial approval)** will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



[Project Name]

Project Stakeholder Management Plan

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by Proj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation



[Project Name]

Project Stakeholder Management Plan

TABLE OF CONTENTS

Revisions and Distribution	2
Amendments	2
Project Sponsor Approval	3
Stakeholder Management Approach	1
Stakeholder Identification	2
Stakeholder Register.....	3
Power/Interest Grid.....	4
Stakeholder Management Strategies.....	5
Manage closely	5
Keep satisfied	5
Keep informed.....	5
Monitor	5
Control Stakeholder Engagement	6
Attachments:.....	7



[Project Name]

Project Stakeholder Management Plan

STAKEHOLDER MANAGEMENT APPROACH

Explain the processes required to identify people, groups or organizations that could impact or be impacted by the project, to analyse stakeholder expectations and their impact on the project, and to develop appropriate management strategies for effectively engaging stakeholders in project decisions and execution.

Logo

[Project Name]

Project Stakeholder Management Plan

STAKEHOLDER IDENTIFICATION

Describe the process how stakeholders will be identified and classified.

Stakeholder Register

Full name	Position	Role in the project	Contact information	Requirements	Expectations	Influence level	Power level
[last name, first name]	[Company, designation]	[e.g. owner, resident etc.]	[phone, mail]	[requirements 1, 2, 3]	[expectation 1, 2, 3]	[high]	[supporter]

Power/Interest Grid

Power	High	Keep satisfied	Manage closely
	Low	Monitor	Keep informed
		Low	high
Influence			



[Project Name]

Project Stakeholder Management Plan

STAKEHOLDER MANAGEMENT STRATEGIES

Explain how you will effectively engage the stakeholders throughout the project life cycle, based on their needs, interests, and potential impact on project success.

Manage closely

...

Keep satisfied

...

Keep informed

...

Monitor

...

Logo

[Project Name]

Project Stakeholder Management Plan

CONTROL STAKEHOLDER ENGAGEMENT

Describe the process how you will monitor and possibly adjust the stakeholder involvement.



[Project Name]

Project Stakeholder Management Plan

ATTACHMENTS:

Attachment 1	
Attachment 2	