

Stakeholder Communications Worksheet

- For information about stakeholder communications, visit www.mindtools.com/rs/StakeholderComms.
- For more project planning and management tools, visit www.mindtools.com/rs/ProjectManagement.

| Stakeholder Name | Communications Approach (from Power/Interest Grid) ¹ | Key Interests and Issues | Current Status ² | Desired Support ³ | Desired Project Role (if any) | Actions Desired (if any) | Messages Needed | Action and Communication |
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1. Manage closely/Keep satisfied/Keep informed/Monitor.
2. Advocate/Supporter/Neutral/Critic/Blocker.
3. High/Medium/Low.

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