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| --- | --- | --- | --- | --- |
| **Project Title:** |  |  | **Date Prepared:** | <YYYY-MM-DD> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Requirements or Expectations | Interest | Power |
| <Name> <Job Title> | <Relation to the project> | <What does the stakeholder require from the project, in terms of deliverables or information? What is their stake in it? What might they gain or lose from the project?> | <High> | <High> |
|  |  |  | <Low> | <Low> |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Help Using This Template**

The Stakeholder Register is used to capture information about the project’s stakeholders. This should be started as early as possible, as having a complete list of stakeholders is critical to project planning.

“Interest” is the degree to which the stakeholder is affected, positively or negatively, by the project. “Power” is the stakeholder’s ability to influence the project, positively or negatively. Interest and power can help determine how to approach engagement and communication with that stakeholder.

*Delete this box after reading.*