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| [PROJECT NAME] Stakeholder Analysis Worksheet  |
| Prepared by: [Project Manager] |

Do NOT distribute after completed.

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| Stakeholder: name and role (on this project) | Main goal of communication | Communication preferences (how often, method, and detail) | Overrun Tolerances | Notes |
| Examples: project sponsor, team member, end user, support,  | Examples: encourage collaboration | action on specific risks or issues | provide money or time or resources | prioritize project | provide public support/sponsorship | improve team morale | recognize team performance | influence attitude | manage expectations | ensure future timely responses | How often examples: daily | weekly | major milestones | exceptions only as they occur | on demand | Examples: project sponsor, team member, end user, support,  | Examples: encourage collaboration | action on specific risks or issues | provide money or time or resources | prioritize project | provide public support/sponsorship | improve team morale | recognize team performance | influence attitude | manage expectations | ensure future timely responses |
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