

Stakeholder Communications Worksheet

- For information about stakeholder communications, visit www.mindtools.com/rs/StakeholderComms.

Stakeholder Name	Communications Approach (From Power/Interest Grid) ¹	Key Interests and Issues	Current Status ²	Desired Support ³	Desired Project Roles (if any)	Actions Desired (if any)	Messages Needed	Action and Communication

¹ Manage closely/Keep satisfied/Keep informed/Monitor. ² Advocate/Supporter/Neutral/Critic/Blocker. ³ High/Medium/Low.