

## Stakeholder Planning Initial Worksheet

Project: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Print this sheet. Then . . .

1. Decide who is part of your critical mass. These are the key players who will either make or break your project. Most, but not all, will be obvious stakeholders.
2. For each player, mark a C in the column that best indicates that person's current level of commitment, given no special intervention on your part.
3. For each player, mark an R in the column that best indicates level support you need to ensure success. Remember: show the amount of commitment you *need* from each person, not the amount that would be ideal.
4. Draw an arrow from the Cs to the Rs. (You can skip the Cs & Rs altogether, and just use arrows, if that works better for you).
5. Determine how frequently you need to have a stakeholdering conversation with each individual to reach or maintain their required level of commitment.

**C** = Current support

**R** = Required support

Key Players	Title	Don't Know	Opposed	Let it happen	Help It Happen	Make It Happen	Frequency of Communication Needed