**STAKEHOLDER MANAGEMENT TEMPLATE – EXAMPLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME |   |   |   |   |   | PROJECT MANAGER |
| Front Office Remodel |  | Susan Johnson |
| PROJECT DELIVERABLE |   |   |   |  | START DATE |
| Reconstruct the front office to streamline the check-in process and improve patient privacy |  | 00/00/0000 |
|  | END DATE |
|  | 00/00/0000 |

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|   |   |   |   |   |   | COMMUNICATION | COMMITMENT LEVEL |
| STAKEHOLDER | TITLE | EMAIL | INFLUENCE | INFORMATION TYPE | DECISION MAKER? | Frequency | Type | Unaware | Against | Neutral | Supportive | Leading |
| Jessica Bates  | Front Office Manager | jbaites@email.com | Medium | Status updates | Yes | Weekly  | Phone Call  |  |  |  |  | **✓** |
| Melissa Nelson | Physician  | mnelson@email.com | High | Status updates, budget reports, timeline, change requests | Yes | Twice Weekly  | Phone Call  |  |  |  | **✓** |  |
| Mary Higgins | Interior Designer  | mhiggins@email.com | Medium | Timeline, key design decisions  | No | Weekly  | Teams Meeting |  |  | **✓** |  |  |
| Matt Dunn | Construction Lead  | mdunn@email.com | High | Timeline, key construction decisions  | No | Weekly  | Teams Meeting |  | **✓** |  |  |  |
| Sarah Smith  | Check-In Staff  | ssmith@email.com | Low | Status updates  | No | Monthly  | Email  | **✓** |  |  |  |  |

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