Instructions for:

Stakeholder Register

The Stakeholder Register is used to identify those people and/or organizations whose interests overlap with the project in some way. Its primary purpose is to identify all of the stakeholders. Together with the Stakeholder Analysis and Stakeholder Engagement Plan this document provides a comprehensive Stakeholder Management Plan.

**Fields:**

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| Name | The official stakeholder name, whether an individual person or a corporation |
| Role | The role of the stakeholder in the project, for example, Project Sponsor, Regulatory Agency, Geotechnical subconsultant, or neighbor |
| Contact Information | How to communicate with the stakeholder. Could include name, email, phone number, and physical address, or any combination thereof. |
| Primary Concerns | A high level overview/synopsis of the overlap of the stakeholder's interests with the project.   * The stakeholder’s expectations and requirements * Whether the stakeholder is a friend, foe, or neutral * High/Medium/Low impact on the project |

**Related Documents:**

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| Stakeholder Analysis | Provides a breakdown of the Power and Interest level of each project stakeholder, and a discussion of underlying concerns. |
| Stakeholder Engagement Plan | Establishes the communication requirements of each stakeholder. |
| Stakeholder Engagement Assessment Matrix | Defines whether each stakeholder is supportive, opposed, or neutral to the project, and if their status needs to be changed by the project. |
| RACI Chart | Defines what responsibilities each stakeholder has toward various aspects of the project. |