

Instructions for:

Stakeholder Analysis Matrix

The Stakeholder Analysis Matrix is used to present the results of a Stakeholder Analysis to the relevant parties. It defines the two relevant variables, Power and Interest, for each stakeholder and presents the underlying factors used to justify the ratings. Together with the Stakeholder Register and Stakeholder Engagement Plan, this document forms part of the Stakeholder Management Plan.

Fields:

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
Power	How to communicate with the stakeholder. Could include name, email, phone number, and physical address, or any combination thereof.
Interest	The level of interest of the stakeholder in the project, on a scale of 1-10, A-F, High/Medium/Low, etc.
Key Interests and Underlying Concerns	A verbal explanation of the power and interest ratings, and what underlying factors influenced them.

Related Documents:

Stakeholder Register	Provides a listing of the project stakeholders
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.