Stakeholder Identification Checklist

The following comprehensive checklist to help identify all potential stakeholders for any project:

1. **Internal Stakeholders:**
   - **Project Team**
     - ☐ Project Manager
     - ☐ Project Team Members
     - ☐ Technical Leads
     - ☐ Support Staff
   - **Organizational Hierarchy:**
     - ☐ C-Level Executives (CEO, CFO, COO, etc.)
     - ☐ Department Managers
     - ☐ Board of Directors
   - **Employees:**
     - ☐ Those directly affected by the project outcomes
     - ☐ Employees from departments that will support or be impacted by the project
   - **Company Divisions:**
     - ☐ Finance
     - ☐ HR (Human Resources)
     - ☐ IT (Information Technology)
     - ☐ Legal
     - ☐ Marketing
     - ☐ Sales
     - ☐ Operations

2. **External Stakeholders:**
   - **Clients/Customers:**
     - ☐ End-users of the product or service
     - ☐ Customers who might be affected by changes in service or product offerings

- **Suppliers & Vendors:**
  - ☐ Suppliers of materials or services crucial to the project
  - ☐ Vendors who might benefit or be impacted by the project
- **Contractors/Subcontractors:**
  - ☐ Those hired to execute specific parts of the project
- **Regulatory Bodies:**
  - ☐ Government agencies
  - ☐ Environmental protection agencies
  - ☐ Industry-specific regulatory commissions
- **Partners:**
  - ☐ Joint venture partners
  - ☐ Strategic alliance members
  - ☐ Partnership firms
- **Competitors:**
  - ☐ Those who might be affected by market changes due to your project

3. Community and Society:

- **Local Community:**
  - ☐ Residents near project sites
  - ☐ Local businesses
- **Public Interest Groups:**
  - ☐ Environmental groups
  - ☐ Community development organizations
  - ☐ Advocacy groups
- **Media:**
  - ☐ Local, regional, or industry-specific media outlets

4. Special Interest Stakeholders:

- **Investors and Shareholders:**

☐ Shareholders directly affected by the project's financial outcomes

- **Unions:**

  ☐ If the project affects labor conditions or employment

- **Educational Institutions:**

  ☐ Universities or research bodies if the project involves research or innovation

- **Professional Associations:**

  ☐ Relevant to the project's industry or sector

5. Additional Considerations:

- **Influence Mapping:**

  ☐ Use tools like stakeholder mapping to identify influence levels and interest.

- **Change Impacts:**

  ☐ Consider stakeholders who might be affected by changes in processes, culture, or technology.

- **Legal Requirements:**

  ☐ Stakeholders mandated by law to be involved or informed.

- **Cultural Considerations:**

  ☐ Local customs, cultural leaders, or groups in areas where the project will take place.

- **External data**

  ☐ Cross-reference with project documents or past projects

- **Meetings / Surveys**

  ☐ Validate through meetings and/or surveys

1. Define the Scope and Objectives of the Project

To identify stakeholders accurately, it's essential to have a clear understanding of the project's scope, objectives, and potential impacts. This ensures the team can recognize not only the primary stakeholders but also secondary and tertiary stakeholders who may be affected indirectly.

2. Gather Initial Stakeholder Information

Start by brainstorming potential stakeholders with the project team and consulting existing documentation, such as contracts, organizational charts, and regulatory requirements. This can include:

- **Internal stakeholders** (project team members, managers, departments, and company leadership)
- **External stakeholders** (clients, end-users, suppliers, regulators, local communities, and industry organizations)

3. Document the Stakeholder List

Compile a comprehensive list of all identified stakeholders, including names, roles, influence level, and specific interests related to the project. This list forms the basis for developing strategies to engage, communicate, and manage each stakeholder's expectations throughout the project lifecycle.

By following this structured approach, the project team can ensure they recognize all critical stakeholders, fostering an inclusive and well-informed project environment from the outset.

Objective: Identify all individuals, groups, and organizations that have an interest in or may be impacted by the project.

Process:

1. Conduct a brainstorming session with the project team and key members of the organization.
2. Review project documentation, including the project charter and any organizational charts.
3. Identify internal and external stakeholders, including:
    - **Internal Stakeholders**: Project team, department heads, executives, and employees.
    - **External Stakeholders**: Clients, regulatory bodies, suppliers, contractors, and community members.
4. Compile identified stakeholders into the **Stakeholder Register**.