

Stakeholder Register

Record one stakeholder or group per row. The editable workbook includes additional fields and a classification rule.

Engagement and Communication Plan

Use the same ID from the register. Select a communication approach and record specific next contacts.

Influence	Interest	Suggested approach
High	High	Manage Closely
High	Low	Keep Satisfied
Low	High	Keep Informed
Low	Low	Monitor
Any Medium	Any	Review Together

Communication actions

Stakeholder ID	Purpose or Topic	Channel	Frequency	Owner	Next Contact