

Stakeholder Analysis

Date:	<input type="checkbox"/> Internal	<input type="checkbox"/> External
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Instructions:

1. Create a plan for internal and external stakeholders.
2. Identify all the stakeholders important to your team's success.
3. Go wide with this exercise; include peers, cross-departmental, administrative, virtual, inter-state, international teams
4. Select the current relationship status; below par (-), neutral (0) or supporter (+)
5. Once you have completed the list, prioritise based on influence and impact on your performance: High = 1; Medium = 2; Low = 3
6. Determine your contact plan including desired outcome for meeting and timeline.

Team	Contact	Influence / impact		Relationship - 0 +	Priority	Contact plan
		Imp. to them	Imp. to us			