

Project Stakeholder Register Template (PMI-Compliant)

This register is used to identify and document information about project stakeholders, their roles, interests, influence, and engagement strategies. It supports stakeholder analysis and engagement planning.

1. Stakeholder Identification Table

Stakeholder Name	Position / Role	Department / Organization	Contact Info
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John Smith	Project Sponsor	Executive Office	john.smith@company.com
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Jane Doe	Product Owner	Product Management	jane.doe@company.com
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2. Stakeholder Analysis

Stakeholder Name	Influence	Interest	Support Level	Power/Interest Classification
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John Smith	High	High	Supportive	High Power / High Interest
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Jane Doe	Medium	High	Supportive	Medium Power / High Interest
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3. Stakeholder Engagement Strategy

Stakeholder Name	Engagement Strategy	Communication Method	Frequency	Responsible Person
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John Smith	Keep informed and involved in major decisions	Email, Steering Mtgs	Bi-weekly	Project Manager
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Jane Doe	Involve in backlog grooming and requirement validation	Team Sync, Jira	Weekly	Business Analyst
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4. Notes and Observations

- Conflicts of interest
- Influence changes during the project lifecycle
- Special considerations for communication or engagement