

Stakeholder register

Project title :							Doc _____	Date _____	
Stakeholder name	Position / Title	Role / Responsibility	Contact information	Requirements	Expectations	Influence	Interest	Classification	
Stakeholder's name (if you don't have a name, you can substitute a position or organization until you have more information).	The position the stakeholder holds in the organization or enterprises, for example (programmer, analyst quality assurance specialist, ..).	The function the stakeholder performs on the project team, such as testing lead, scrum master or scheduler.	How to communicate with the stakeholder, such as their phone number, email address, or physical address.	High-level needs for the project and / or product.	Main expectation of the project and / or the product.	The degree of influence the stakeholder has on the project. This can be a narrative description or high, medium, or low influence	Some projects may categorize stakeholders as (friend, foe or neutral): Others may classify them as high, medium, or low impact)	Internal or external.	
Project perception.					Comments on expectations.				
Areas of Improvement.					Other open issues.				