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| **[PROJECT NAME] Stakeholder Analysis Worksheet**  |
| Prepared by: [Project Manager] |

*Do NOT distribute after completed.*

| **Stakeholder: name and role (on this project)** | **Main goal of communication** | **Communication preferences (how often, method, and detail)** | **Overrun Tolerances** | **Notes** |
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| *Examples: project sponsor, team member, end user, support,*  | *Examples: encourage collaboration | action on specific risks or issues | provide money or time or resources | prioritize project | provide public support/sponsorship | improve team morale | recognize team performance | influence attitude | manage expectations | ensure future timely responses* | *How often examples: daily | weekly | major milestones | exceptions only as they occur | on demand* | *Examples: project sponsor, team member, end user, support,*  | *Examples: encourage collaboration | action on specific risks or issues | provide money or time or resources | prioritize project | provide public support/sponsorship | improve team morale | recognize team performance | influence attitude | manage expectations | ensure future timely responses* |
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