



Stakeholder Identification Template Description

This deliverable identifies the stakeholders who have a role in the specific project or IPT phase, how to get in contact with them, and whether or not they have sign-off authority.

Stakeholder

Identify the stakeholders involved in the IPT process.

Channel or External

Identify of which channel stakeholder is a part. If the stakeholder, is external to Department of Education, indicate this in this box.

IPT Phase Responsibility

Indicate which phase (i.e., Organize IPT, Concept Design, Business Process Reengineering, etc.) within the IPT Process the stakeholder is responsible for providing input on and/or approving design outlines and drafts.

Email

Include the stakeholder's email address.

Phone Number

Include the stakeholder's phone number.

Sign-off Required?

Indicate whether the stakeholder is responsible for approving the design outline and draft for the particular IPT Activity.

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Stakeholder	Channel or External	IPT Phase Responsibility	Email	Phone Number	Sign-off Required? (0)