

# Stakeholder Analysis & Communication Plan Template

Stakeholder	Interest in Project			Communication Needs	Vehicle	Frequency	Responsible	Sender	Due Dates			
	Awareness	Under-standing	Support/Ownership						Draft	Final	Target Delivery	Actual delivery
The internal & external groups who will affect or be affected by the development and/or delivery of the training course				What training project information does the stakeholder need or?	How is the communication delivered to the stakeholder?	How often does the stakeholder need to receive communication?	Who will be responsible to create the communication?	Who will be responsible to deliver the communication? (May be same as <b>Responsible</b> )				
Kay Jacks	X		X	Updates, critical information, problem that must be escalated								
Jeannette Zink	X		X	Updates, critical information, problem that must be escalated								
Anne Teresa		X	X	Weekly update- for face to face with Kay								
Clarence Hicks	X			Updates								
Barry Shine		X	X	Updates, critical information, problem that must be escalated, training schedule issues, staffing, conflict resolution								
School Relations Leads		X	X	Updates, staffing, training schedule issues								
Midge Hunt		X	X	Updates, critical information, problem that must be escalated, training schedule issues, staffing, conflict resolution								
Jo Ann		X	X	Status, critical information, problem that must be								

Plan – Project Plan

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				escalated, training schedule issues, staffing, conflict resolution, logistics, communication(i.e. anita type), project management, link to budget								
Ginger Klock- SME		X		Instructional design plan, meetings, dry run, TOT?								
Jeanne Saunders	X			updates								
Sue Goldman/Misty Parkinson		X		Coordination issues, dates, logistics, delivery schedule, Super Week issues, communications, data(tied in any way), technical information, staffing,								
Marie Fitzpatrick		X	X	Team status, critical information, problem that must be escalated, training schedule issues, staffing, conflict resolution, logistics, communication(i.e. anita type), project management, link to Jo Ann- Jack of all trades								
Dev Team		X		Material-related, schedules, logistics, content, instructional design plan, drafts, Conference calls, dry run, TOT								
Instructional Designers – NCS		X		Communicate with SFA U directly on budget, Material-related, schedules, logistics, content, instructional design								

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				plan, drafts, Conference calls, dry run, TOT (JOHN N. CONTACT FOR PENNIE)								
Pennie Summers			X	Communicate with NCS directly on budget, Material-related, schedules, logistics, content, instructional design plan, drafts, Conference calls, dry run, TOT, Receives deliverable hard copies								
Communications	X			Announcement, camera-ready copy of materials, support needs, training schedule								
Logistics P.O.C.	X			Scheduling, workshop details, facility requirements (I.e. flipchart, LCD, etc), Material requirements (i.e. name tags, rosters)								
RTF coordinators	X			Scheduling, workshop details, facility requirements (I.e. flipchart, LCD, etc), Material requirements (i.e. name tags, rosters), Delivery details (how much stuff getting, have the space to store it?, etc) Knowledge of announcement posting, Maintenance								
Trainers		X		Schedule of TOT, Materials, Delivery schedules, Class size details								
Target Audience		X		Schedule, location, registration, RTF locations information, hotels, directions								
		X		Have knowledge of everything								

*Plan – Project Plan*

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SME's				dev team is doing. Instructional design plan, meetings, dry run, TOT?								
Skip Pou		X		Materials, dry run schedule, Marie will communicate schedule and templates								