Stakeholder Analysis Template

Stakeholder	Interest in Project			Communication Needs	Type	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 orwant?	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 **Responsible**)				