



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 5: Data input: Step 2 – Prioritize



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Download additional parts of this manual from:

<http://www.stakeholdermapping.com/stakeholder-management-software-and-tools/98/>

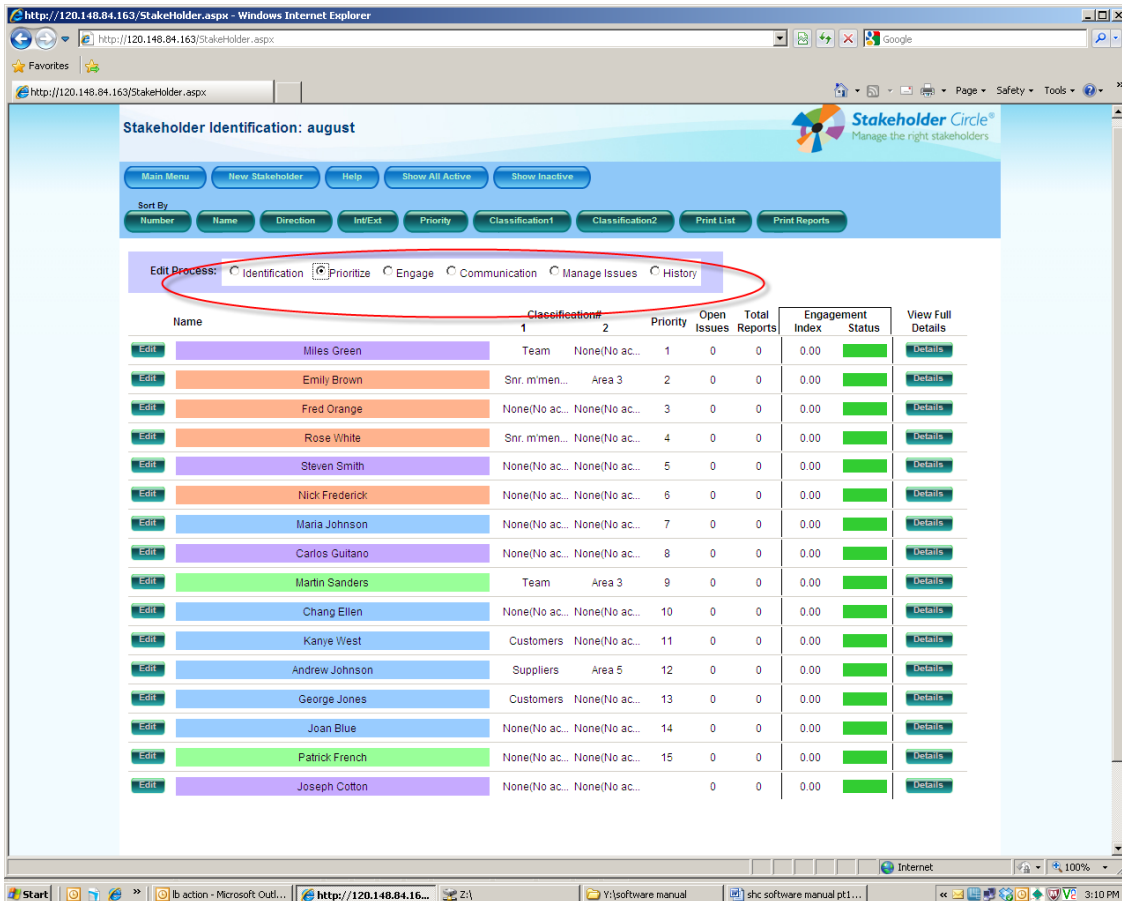




Step 2 – Prioritize

Edit process button set

To perform the data input for stakeholders the **identification** button had been selected. To perform Step 2: **prioritize** select the button **prioritize** **engage** to perform Step 4: **engage** and Step 5: **monitor**. The other buttons are self explanatory...



To commence the prioritization process

1. Select the **prioritize** button
2. Select the **edit** button beside the relevant stakeholder record. You will be able to step through each record consecutively.
3. If you want to make changes to the priority of an individual record at any time you just have to select the **edit** button (remembering to also ensure the **prioritize** button has been selected).





Name:	<input type="text" value="Miles Green"/>
Role:	<input type="text" value="team leader"/>
Direction:	<input type="radio"/> Upwards <input type="radio"/> Outwards <input checked="" type="radio"/> Sideways <input type="radio"/> Downwards <small>Sideways(eg Peers)</small>
	<input type="radio"/> Internal <input checked="" type="radio"/> External <small>The stakeholder is outside of the performing organization's management and staff structure</small>
Significance to Project:	<input type="text" value="Knowledge"/> <small>Has project (technical) or organizational knowledge needed by a project</small>
	<input type="text" value="Rights"/> <small>Has a legal or moral right to be consulted, or to be enforced/protected</small>
Importance To Project:	<input type="text" value="Has specialist skills"/>
Requires From Project:	<input type="text" value="Enhanced reputation"/>
Classification1:	<input type="text" value="Team"/>
Classification2:	<input type="text" value="None(No action required)"/>
Power:	<input type="text" value="2. Significant informal capacity to cause change"/>
Proximity:	<input type="text" value="4. Full time team members"/>
Value:	<input type="text" value="4. Work's outcome is important to self or the organisation"/>
Action:	<input type="text" value="5. Will go to any length to influence outcomes"/>
Stakeholder Index:	49.7948
Urgency:	<input type="text" value="4. Urgent team action is warranted provided it can be accommodated"/>
Comments:	<input type="text"/>

Prioritize screen

The screen shows the data previously input as part of the identification process. The areas of focus are marked. The dropdown lists allow you to choose the aspects of power, proximity and urgency that best fit the stakeholder. The system calculates an index which will then allow a ranking of stakeholders in order of importance as defined by the team conducting the stakeholder analytics.

A full description of these attributes is included in the help function of the Stakeholder Circle software, and can be accessed at any time.

You can continue through the list of stakeholders by selecting the next or previous button situated at the top right-hand of each prioritize screen.

<input type="button" value="Main Menu"/>	<input type="button" value="New Stakeholder"/>	<input type="button" value="Help"/>	<input type="button" value="Show All Active"/>	<input type="button" value="Show Inactive"/>				
Sort By								
<input type="button" value="Number"/>	<input type="button" value="Name"/>	<input type="button" value="Direction"/>	<input checked="" type="button" value="Int/Ext"/>	<input type="button" value="Priority"/>	<input type="button" value="Classification1"/>	<input type="button" value="Classification2"/>	<input type="button" value="Print List"/>	<input type="button" value="Print Reports"/>
Edit Process: <input type="radio"/> Identification <input checked="" type="radio"/> Prioritize <input type="radio"/> Engage <input type="radio"/> Communication <input type="radio"/> Manage Issues <input type="radio"/> History								





Stakeholder Identification: august

Main Menu New Stakeholder Help Show All Active Show Inactive

Sort By: Number Name Direction Int/Ext Priority Classification1 Classification2 Print List Print Reports

Edit Process: Identification Prioritize Engage Communication Manage Issues History

Name	Classification# 1	Classification# 2	Priority	Open Issues	Total Reports	Engagement Index	Status	View Full Details
Edit Miles Green	Team	None(No ac...	1	0	0	0.00		Details
Edit Emily Brown	Snr. m'men...	Area 3	2	0	0	0.00		Details
Edit Fred Orange	None(No ac...	None(No ac...	3	0	0	0.00		Details
Edit Rose White	Snr. m'men...	None(No ac...	4	0	0	0.00		Details
Edit Steven Smith	None(No ac...	None(No ac...	5	0	0	0.00		Details
Edit Joseph Cotton	None(No ac...	None(No ac...	6	0	0	0.00		Details
Edit Nick Frederick	None(No ac...	None(No ac...	7	0	0	0.00		Details
Edit Maria Johnson	None(No ac...	None(No ac...	8	0	0	0.00		Details
Edit Carlos Guitano	None(No ac...	None(No ac...	9	0	0	0.00		Details
Edit Martin Sanders	Team	Area 3	10	0	0	0.00		Details
Edit Chang Ellen	None(No ac...	None(No ac...	11	0	0	0.00		Details
Edit Kanye West	Customers	None(No ac...	12	0	0	0.00		Details
Edit Andrew Johnson	Suppliers	Area 5	13	0	0	0.00		Details
Edit George Jones	Customers	None(No ac...	14	0	0	0.00		Details
Edit Joan Blue	None(No ac...	None(No ac...	15	0	0	0.00		Details
Edit Patrick French	None(No ac...	None(No ac...	16	0	0	0.00		Details

Step 2: is completed and the list prioritised by selecting the **priority** button in the **sort by** set. This is the result.

The team should review this rank list to ensure there are no anomalies. If any anomalies are detected the assessments can be modified by selecting the **edit** button next to the stakeholder in question and updating the prioritization assessments. The list can be resorted and reviewed again.

