Stakeholder Circle™

Using the

Stakeholder Circle®

Software

Part 4: Data input: Step 1 – Identify

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Contents by section (each section can be downloaded separately)

Download additional parts of this manual from:

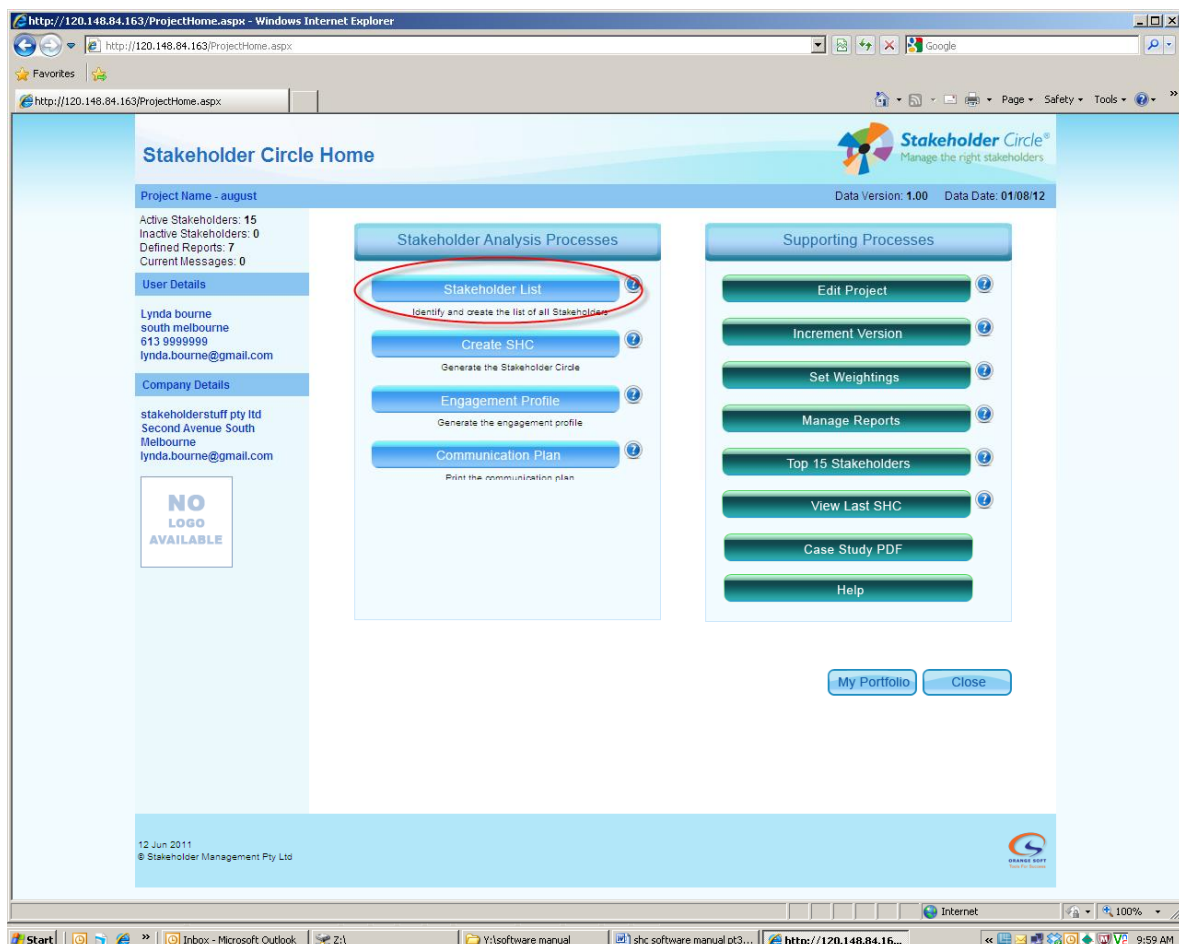http://www.stakeholdermapping.com/stakeholder-management-software-and-tools/98/

Step 1: identify

First develop your list of stakeholders. For best results you should use a small team of people (3 . 5). Ideally it should include the project manager or leader of the team, one core team member and the Sponsor, or someone who understands the power relationships within the organisation.

For best results you need the name and role of the group or individual; their influence on the work . upwards (U:senior managers), downwards (D:the team), sidewards (S:peers of the team leader); outwards (O: outside the project); and whether they are internal (I) to the organisation or external (E).

To enter stakeholder data:

Select =Stakeholder List'.

Select =new stakeholderq

And begin to enter information about the groups and individuals you have identified who: *can impact the work or who are impacted by the work*. **This is the definition of 'stakeholder'**

Name   Name of stakeholder
Role   Project role of stakeholder
Direction   U, D, S, O, and I or E
Significance to project: Why selected
Importance to project: Contribution
Requires from project: Expectations: what does stakeholder expect to gain from success (or failure) of this activity).

Classifications: define unique subsets based on areas or functions, or some other aspect to support further reporting. The list is editable.

To continue entering stakeholder data, select ±save & newq
To finish for now and return to ±main menuqselect ±saveqor ±closeq

This image shows a list of 15 stakeholders from step 1: *identify.* It is important to review data for accuracy. Select =saveq when completed.

If after reviewing the list you need to change something, select ±edit∉for the record that needs to be changed.

And select ±submit∉when you have completed the task of entering stakeholder data.

The records appear in the order that they are entered: once Step 2: *prioritize* has been completed the list will be sorted into the current rankings of important stakeholders. To take full advantage of the power of the tool and build the Stakeholder Circle map in Step 3: *visualize*, a minimum of 15 stakeholders must be entered. There is no maximum . but the Stakeholder Circle map will only show the top 15.