Template

Change Stakeholder Analysis

Change: <Insert change title>
Date: <Insert date>

The Change Stakeholder Analysis Tool is developed to clarify stakeholder interests in change projects.

| **Query.** | **Response.** |
| --- | --- |
| **Relationship.**How often and to what extent do you interact with this stakeholder? |  |
| **Responsibility.**What responsibilities do you have towards this stakeholder? |  |
| **Influence.**How much influence or decision-making power does this stakeholder have? |  |
| **Dependency.**In what ways are this stakeholder dependant on your activities? |  |
| **Representation.**Does this stakeholder represent a broader group or population? |  |
| **Services.**Does this stakeholder have joint service delivery responsibilities? |  |
| **Expectations.**Will this change project result in changing expectations of this stakeholder? |  |
| **Contribution.**What relevant expertise or knowledge does this stakeholder have to contribute? |  |