

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