

# STAKEHOLDER MANAGEMENT

<u>Stakeholder</u>	<u>Category</u>	<u>Opportunities</u>	<u>Needs</u>	<u>Management tasks and actions</u>

## **Completing the stakeholder management tool**

### **Stakeholder**

Name each stakeholder in turn

### **Category**

Choose from: manage closely, keep satisfied, keep informed, monitor.

### **Opportunities**

What opportunities does this stakeholder bring for you? Are you utilising these opportunities, or do you need to do something else? Do you want this stakeholder to change categories?

### **Needs**

What needs do they have? Are you meeting these needs, or do you need to do something else?

### **Management tasks and actions**

What do you need to do to better work with this stakeholder or manage them.