

Stakeholder Analysis

Engagement Checklist

Having read my article about why stakeholder analysis is so helpful and what you must do with it once completed, you can now use this checklist to make sure you have all your stakeholders captured.

If you haven't read here - [Stakeholder Analysis - How to Engage 15 Business Areas in 1 Week](#)

Project Title: _____

Tick the box in the YES column if you need to engage these people:

	YES	NO
1. Your boss	<input type="checkbox"/>	<input type="checkbox"/>
2. Senior executives	<input type="checkbox"/>	<input type="checkbox"/>
3. Project Sponsor	<input type="checkbox"/>	<input type="checkbox"/>
4. Your direct team	<input type="checkbox"/>	<input type="checkbox"/>
5. Co-workers (SMEs)	<input type="checkbox"/>	<input type="checkbox"/>
6. Project Managers	<input type="checkbox"/>	<input type="checkbox"/>
7. Testers	<input type="checkbox"/>	<input type="checkbox"/>
8. QA Analysts	<input type="checkbox"/>	<input type="checkbox"/>
9. Developers	<input type="checkbox"/>	<input type="checkbox"/>
10. Customers	<input type="checkbox"/>	<input type="checkbox"/>
11. Prospective customers	<input type="checkbox"/>	<input type="checkbox"/>
12. Suppliers	<input type="checkbox"/>	<input type="checkbox"/>
13. Business Lenders	<input type="checkbox"/>	<input type="checkbox"/>
14. Department Leaders	<input type="checkbox"/>	<input type="checkbox"/>
15. Analysts	<input type="checkbox"/>	<input type="checkbox"/>
16. The community	<input type="checkbox"/>	<input type="checkbox"/>
17. The public	<input type="checkbox"/>	<input type="checkbox"/>
18. Interest groups	<input type="checkbox"/>	<input type="checkbox"/>
19. Compliance Associations	<input type="checkbox"/>	<input type="checkbox"/>
20. The press	<input type="checkbox"/>	<input type="checkbox"/>
21. Trades associations	<input type="checkbox"/>	<input type="checkbox"/>
22. Government	<input type="checkbox"/>	<input type="checkbox"/>
23. Shareholders	<input type="checkbox"/>	<input type="checkbox"/>