Excel Templates Guides, Description, Download and installation.

SMB Stakeholder Template

Stakeholder Register

Identifier	Organisation	IT Area	First Name	Last Name	Title	Email	Phone	Influence	Impact	Engagement Strategy	Key Expectations	Comments
						Project Stakeholder Register				Created By		
				Last Date Updated:		Wednesday, 21 July 2021						
SH01												
SH02		Communications Management						Engagement				
SH03												
SH04												
SH05												
SH06												
SH07												
SH08												
SH09												
SH10												
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SH45												
SH46												
SH47												
SH48												
SH49												
SH50												

Description

How to Use

A project stakeholder register is a project document that includes all the information about the project's stakeholders. This document identifies the people, groups, and organizations that have an interest in the work, the project, and its outcomes.

How to Use

ID

Give each Stakeholder a unique ID so that it can be tracked easily in the stakeholder register or cross reference in another register. Use a unique ID such as SH01, SH02, SH03…

Organisation

This is the name of the company that the stakeholder represents.

IT Area

This will be the area of IT being represented by the business. E.g. Communications, Change Management, Operations or Applications

First Name

This will be the actual first name of the stakeholder.

Last Name

This will be the actual last name of the stakeholder.

Title

The title the stakeholder holds, such as CIO, Operations Manager, Head Architect…

Email

Here you enter the stakeholders preferred email address

Mobile Phone

Here you enter the stakeholders mobile phone number if supplied

Power/Influence

Here you enter the influence of the stakeholder. Passive, Supportive, Neutral, Resistant or Leading

Impact

Here you enter the stakeholder's impact (Influence) over the other stakeholders

Engagement Strategy

Here you enter the strategy to engage the Stakeholder. E.g. Collaboration, Maintain, Confidence, Keep Informed and Monitor

Key Expectations

Here you enter the stakeholder's key expectations of the project, these maybe financial, objective based, outcome based or relate to business change management (training) if new system being implemented.

Comments

Here you enter any relevant comments from the stakeholder or about the stakeholder. E.g. Customer may prefer email communications only

How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer

   a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\Excel Files)

2. Unblock the File.

   a. After saving the file, locate the file in the Windows Explorer.

   b. Right-click the file and select Properties.

   c. Make sure the Unblock box is checked near the bottom of General Tab.

   d.
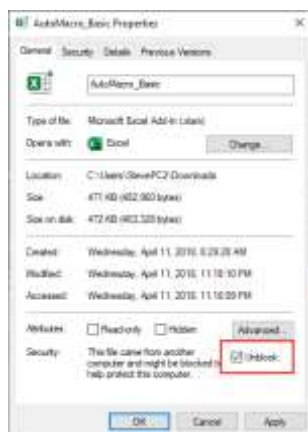
3. **This step in optional as the issue has been resolved in recent updates.**

   a. Trust the File Location

   b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.

   c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location

   d.

   e. **Trust Centre > Trust Centre Settings**

f.

g. Trusted Locations > Add New Location
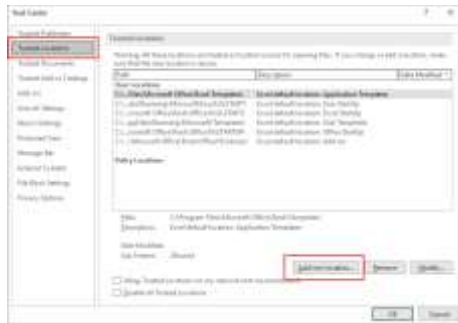
h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)
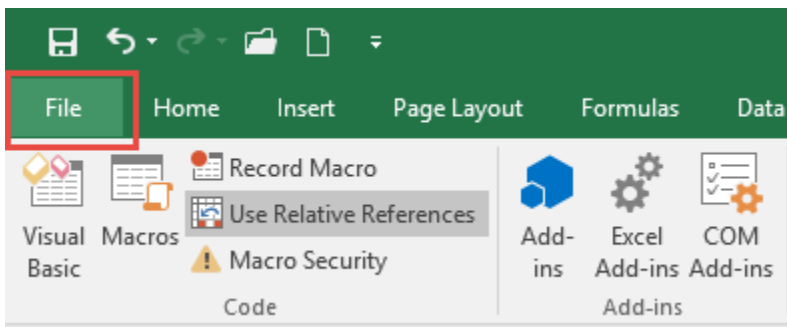
4. Make Sure the Developer Tab is Visible

5.

    a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
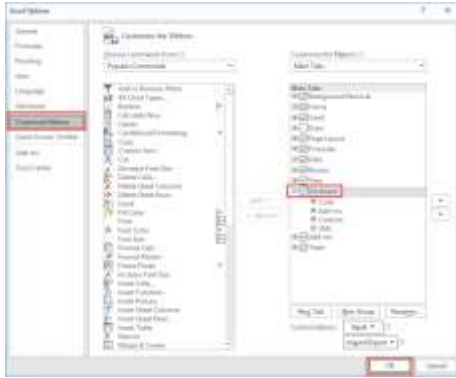
6. Click File as shown below

7.

8. Click Options

9.

10. In the left-hand pane, click Customise Ribbon.

11.

12. Click the developer check box and click ok at the bottom.

13. Once you have the Developer Tab appearing on the ribbon

14. Browse to File.

   a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\Excel Files)

   b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
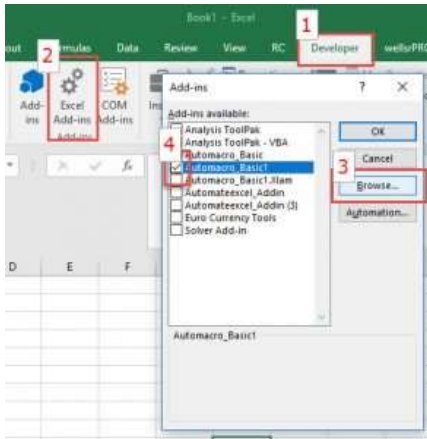
15.

16. Make sure the add-in has a check mark next to it and click OK.

17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.