Excel Templates Guides, Description, Download and installation.

SME Stakeholder Template

Stakeholder Register

PROJECT STAKEDHOLDER REGISTER

pmo docs

PROJECT TITLE	[Project Title]							COMPANY NAME	[Company Name]
PROJECT MANAGER	[Project Manager]			Friday, 22 October 2021				DATE	[Date]

Identifier	Organisation	IT Area	First Name	Last Name	Stakeholder Title	Email	Phone	Influence	Impact	Engagement Strategy	Key Expectations	Comments
SHD1	CDE Pty Ltd	Change Management	Jim	Smith	Architect	jim.smith@cde.com	+61 2 9785 5213	Leading	Leading the transformation	Collaboration	Need to be involved in all key technical decisions	
SHD2	CDE Pty Ltd	Communications Management	Mary	Smiths	Comms Manger	mary.smiths@cde.com	+61 2 9785 5214	Supportive	End user Comms	Keep Informed	CC'd on decisions relating to the end user	
SHD3	CDE Pty Ltd	Senior Management		Jill Smythe	CIO	jill.smythe@cde.com	+61 2 9785 5215	Supportive	Sponsoring the Program	Keep Informed	CC'd on all decisions and status	
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SHD5												
SHD6												
SHD7												
SHD8												
SHD9												
SH10												
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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.

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.
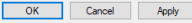
Comments

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.
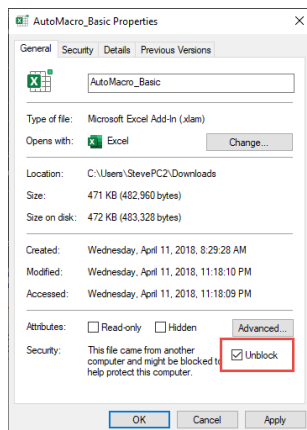
   d.
3. **This step in optional as the issue has been resolved in recent updates.**
   a. Trust the File Location
   b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
   c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location
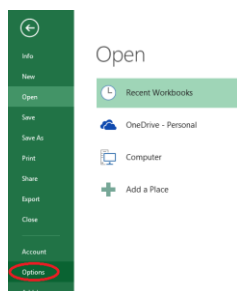
   d.
   e. **Trust Centre > Trust Centre Settings**
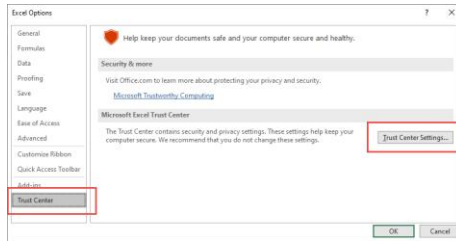
f.

g. Trusted Locations > Add New Location
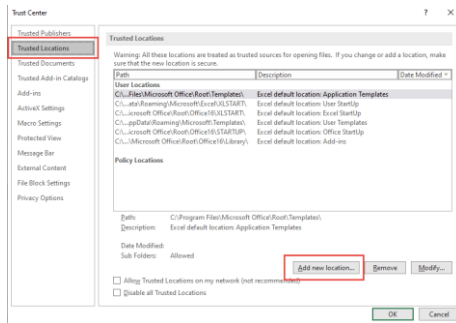
h.

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)
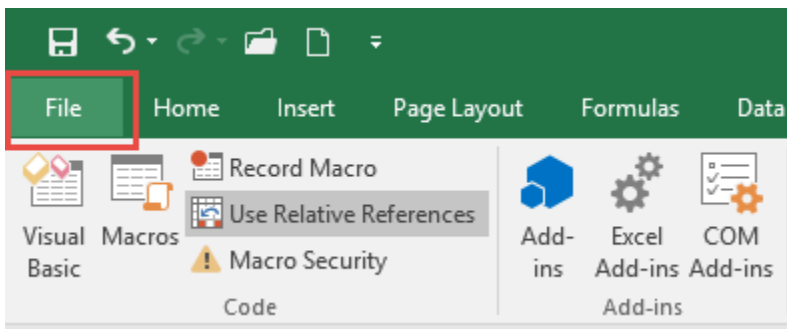
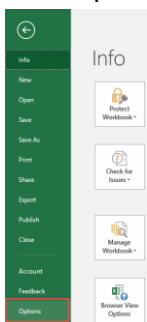4. Make Sure the Developer Tab is Visible
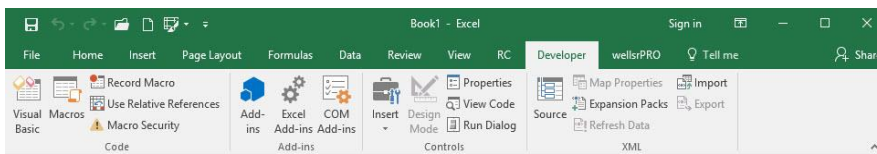
5.

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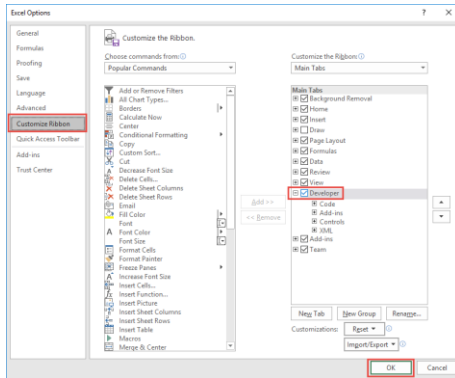
6. Click File as shown below

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.
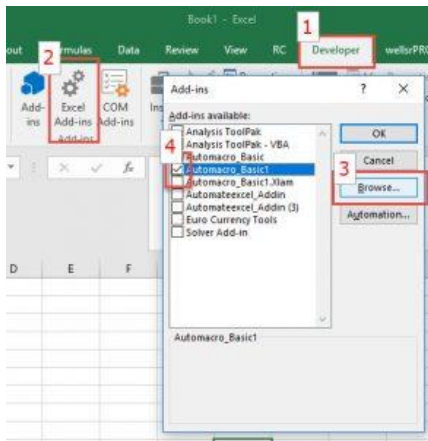
15.

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.