

Excel Templates Guides, Description, Download and installation.

SME Stakeholder Template

Stakeholder Register

PROJECT STAKEDHOLDER REGISTER

ROJEC	T STAKEDH	OLDER REGISTER	1							Created By	1	pmo
DECT TILL DECT MANAG	(Project Title) E (Project Messager)				Friday, 2	2 October 2021				COMPANY NAME DATE	[Company Name]	
Identifier	Organisation	IT Area	First Name	Last Name	Stakeholder Title	Bnail	Phone	Influence	Impact	Engagement Strategy	Key Expectations	Commente
SH01	CDE Pty Ltd	Change Management	Jim .	Smith	Architect	iim.smith@cde.com	+61 2 9785 5213	Leading	Leading the transformation	Collaboration	Need to be involved in all key technical decisions	
SHO2	CDE Pty Ltd		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	
SH03	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	
SH04												
SH05		-								_		
SH06 SH07										_		+
SHOB								-				
SHOP								-				+
SHIO	1				1							+
SH11				1								-
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SH46 SH47		+	l		+							+
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SH48 SH49												

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.

d.

- 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.

ieneral Secu	urity Details Previous Versions	
X	AutoMacro_Basic	
Type of file:	Microsoft Excel Add-In (xlam)	
Opens with:	Excel Change	
Location:	C:\Users\StevePC2\Downloads	
Size:	471 KB (482,960 bytes)	
Size on disk:	472 KB (483.328 bytes)	
Created:	Wednesday, April 11, 2018, 8:29:28 AM	
Modified:	Wednesday, April 11, 2018, 11:18:10 PM	
Accessed:	Wednesday, April 11, 2018, 11:18:09 PM	
Attributes:	Read-only Hidden Advance	ed
Security:	This file came from another computer and might be blocked to Unblo help protect this computer.	ck

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



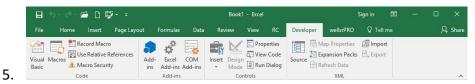
e. Trust Centre > Trust Centre Settings

Excel Options			2
General Formulas	Help keep your documents safe and your computer secure and healthy.		
Data	Security & more		
Proofing	Visit Office.com to learn more about protecting your privacy and security.		
Save	Microsoft Trustworthy Computing		
Language Sale of Access	Microsoft Excel Trust Center		
Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Jrust Center Se	ittings
Customice Ribbon			
Quick Access Toolbar			
Add-ins			
Trust Center			
		OK	Cancel

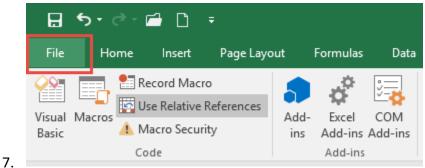
g. Trusted Locations > Add New Location

	Trusted Locations		
Trusted Locations	Warning: All these locations are treated as trust	and an over the second and the second and the second	
Trusted Documents	sure that the new location is secure.	teo sources for opening files. If you change	or also a location
Trusted Add-in Catalogs	Path	Description	Date Mo
	User Locations		
Add-ins	C:\Files\Microsoft Office\Root\Templates\	Excel default location: Application Templ	ates
ActiveX Settings	C:\ata\Roaming\Microsoft\Excel\XLSTART\	Excel default location: User StartUp	
	C:\icrosoft Office\Root\Office16\XLSTART\	Excel default location: Excel StartUp	
Macro Settings	C:\ppData\Roaming\Microsoft\Templates\	Excel default location: User Templates	
Protected View	C\icrosoft Office\Root\Office16\STARTUP\ C\\Microsoft Office\Root\Office16\Library\	Excel default location: Office StartUp Excel default location: Add-ins	
Message Bar			
	Policy Locations		
External Content			
File Block Settings			
Privacy Options			
Privacy Options	Path: C/\Program Files\Microsoft	Office\Root\Templates\	
Privacy Options	Pathe C/\Program Files\Microsoft Description: Excel default location: Appl		
Privacy Options			
Privacy Options	Description: Excel default location: Appl		
Privacy Options	Description: Excel default location: Appl Date Modified:	ication Templates	emove M
Privacy Options	Description: Excel default location: Appl Date Modified: Sub Folders: Allowed	Add new location	emove M
Privacy Options	Description: Excel default location: Appl Date Modified:	Add new location	emove M

- 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



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



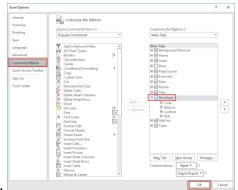
8. Click Options

f.

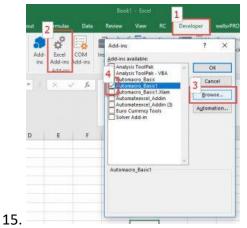


9.

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.
 - 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.



- 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.

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File Home PMOdocs SME	Insert Page Layout	Formulas Data Review	View Developer Help Tea	am			
	*						
Stakeholder Reports	Then click on the i	icon to open your new template. so as not to lose you		ition			
Stakeholder	Then click on the i			ition			