



Excel Templates Guides, Description,  
Download and installation.

[Basic Stakeholder Template](#)



## 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...

#### Name

This will be the actual name of the stakeholder.

#### Position

The position the stakeholder holds, such as CIO, Operations Manager, Head Architect...

#### Company

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

#### Project Role

Here you enter the stakeholder's role within the project such as Sponsor, Interested party, general stakeholder...

#### Mobile

Here you enter the stakeholders mobile phone number if supplied

#### Desk Phone

Here you enter the stakeholders desk phone number

#### Email

Here you enter the stakeholders preferred email address

#### Power/Influence

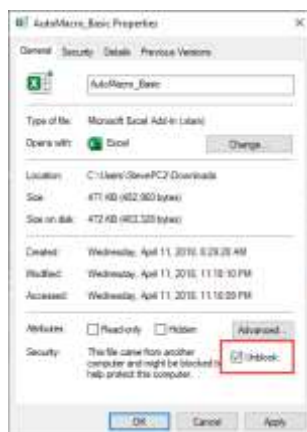
Here you enter the Status of the Action, either still Opened or Closed

#### Communications Method

Here you enter the stakeholder's preferred method of contact. In general it is email. This can be informal or formal. Some stakeholders could prefer documents attached to emails, whatever the method you need to find out what that is and enter it in the Stakeholder register

## 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.



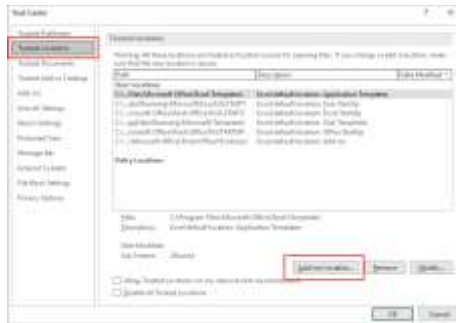
- d.
3. **This step is optional as the issue has been resolved in recent updates.**
  - a. Trust the File Location
  - b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
  - c. Go to File > Options > Trust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



- d.
- e. **Trust Centre > Trust Centre Settings**



- f.
- g. Trusted Locations > Add New Location



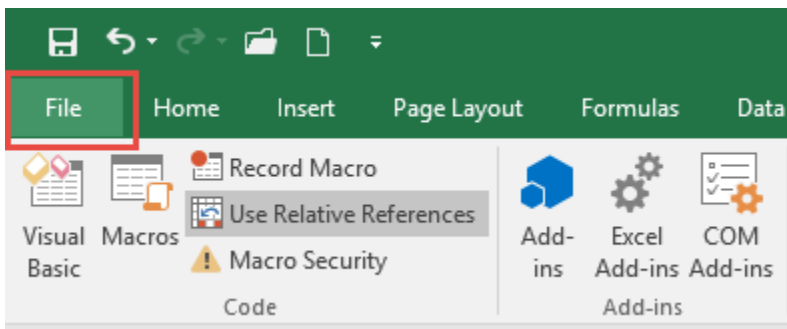
- h.
- i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

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.

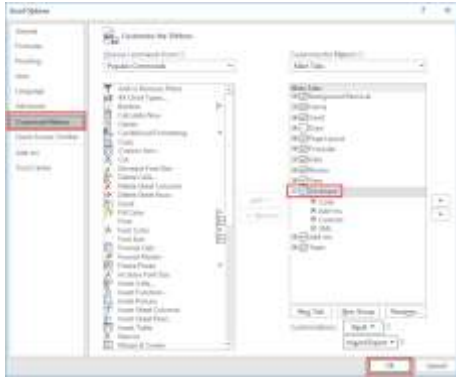
6. Click File as shown below



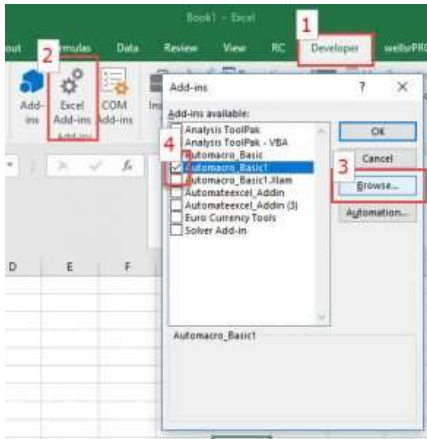
- 7.
- 8. Click Options



- 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.

