



How to keep a record of SHERPA MAP stakeholders?

The Stakeholder register is a maintained database or contact sheet for all stakeholders involved in a MAP. It contains a list of all external and internal project stakeholders.

The content of a Stakeholder register can be flexibly customised. Yet, it generally seeks to :

- Identify basic stakeholder information (names, contact details, position, organisation)
- Analyse their expectations, interests, impact and requirements
- Identify which stakeholders are essential to the MAP and which are more active in specific MAP activities
- Assess how often they need to communicate, their preferred method of communication and what type of communication is needed to reach them.

stakeholder name	title & name	contact	interests	power	influence	communication requirements	notes

template for stakeholder register

When populating a Stakeholder register, it is recommended that MAP Facilitators and Monitors consider:

- Nominate a **relationship lead** and a **primary contact**
 - The relationship lead will have overall responsibility for stakeholder activity and will be a senior manager
 - The primary contact will be responsible for relationship building
- Ensure **stakeholder management is a regular agenda point** on progress and update reporting
- Have a process to **highlight good and bad practice**
- **Identify needs for update** and modifications.

