

**STAKEHOLDER INVENTORY AND
COMMUNICATION MATRIX FOR
<INDICATE SCOPE>**

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City <location>
Reference

VERSION INFORMATION

Version	Date issued	Remarks	Author

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scope

1 SCOPE

1.1 Introduction

This document identifies the stakeholders associated with the subject that is addressed (the scope). What the subject is, is described in Section 1.2.

The stakeholders are determined based on this scope. This is outlined in Chapter 2.

Chapter 3 outlines how communication will be structured with the stakeholders based on their association and their interests.

1.2 Scope

<Indicate the scope which forms the basis of this document

This scope indicates the area of consideration, usually a project or a product. Architecture projects and products are also covered.

Examples of architecture projects are: the implementation of working within architecture; first/second/third/etc. professionalization cycle of working within architecture; phased plan for implementing working within architecture.

Examples of architecture products are: an execution plan for one of the aforementioned projects; an architecture diagram; a project-start-architecture.

In the documentation of the scope clearly indicate what the boundaries are, regarding content; organizational department etc. Indicate explicitly, if necessary, what falls outside of the scope.>

2 INVENTORY STAKEHOLDERS

2.1 Stakeholders

<In the table below, indicate who the stakeholders are with – the scope – . Indicate if relates to a Group (G) or an individual (I). Approach the groups first and then the individuals.

Indicate in which manner they are involved with – the scope – ; what their role is and in what manner are they involved with the scope?

Indicate what the stakeholder interest is in – the scope – >

Stakeholder	G/I	Involvement	Interest

2.2 Relationship between stakeholders

<Describe what the relationship is between the various stakeholders in this Section. Attempt to identify who is listened to; who has authority etc.

Identify only the stakeholders who could contribute or who form a risk for the acceptance of the project or product. These are the participants who may require additional communication effort.>

3 COMMUNICATION MATRIX

<For each of the stakeholders, enter one or more rows in the table below. Take care that all stakeholders are documented. Each row is a communication reaction.>

Who	Why	Subject	When	How	By Whom
The stake holder	Objective	Subject of the communication	The point(s) in time when we wish to communicate	The manner in which we communicate	The party responsible for the communication