
STAKEHOLDER ANALYSIS AND ENGAGEMENT TEMPLATE

Stakeholder Name	Role / Position	Interest Level (High/Medium/Low)	Influence Level (High/Medium/Low)	Needs / Expectations	Priority (High/Medium/Low)	Engagement Strategy	Timeline	Responsible Person(s)

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Usage Instructions

- 1. Stakeholder Name:**
Identify the individual or group involved in the project or business activity.
- 2. Role/Position:**
Describe the stakeholder's role or position within the organisation or project.
- 3. Interest Level:**
Assess the stakeholder's interest level in the project (High/Medium/Low).
- 4. Influence Level:**
Determine the stakeholder's level of influence over the project outcomes (High/Medium/Low).
- 5. Needs/Expectations:**
Outline the specific needs and expectations of the stakeholder.
- 6. Priority:**
Prioritise the stakeholder's needs and expectations based on their impact on the project (High/Medium/Low).
- 7. Engagement Strategy:**
Develop a strategy for engaging with the stakeholder to address their needs and expectations effectively.
- 8. Timeline:**
Establish a timeline for implementing the engagement strategy.
- 9. Responsible Person(s):**
Identify the person(s) responsible for executing the engagement strategy.

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