*This document should be treated a confidential as it is subject to sensitive information.*

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| Stakeholder | Needs/ Interests | Alignment | Potential Impact | Potential Risks |
| List all the parties who may be affected by, or may affect your project. Include public and private stakeholders. Organisations can be considered at a Departmental level | Here you will list each stakeholder’s interest in the project. Consider what do they want? Try and make it as measurable as possible i.e. 20% Return on Investment. Also consider any specific communication expectations/requirements based upon demographics (age, background, access to technology) | List the project’s (or even strategic) goals and identify the stakeholders alignment with those. They could be positive, negative or neutral. | Use a scale: either low to high or 1-5 accompanied by a legend to identify the degree to which each stakeholder may affect your project | List the negative or positive risks which the stakeholders control in relation to your project’s objectives |
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