Communicating with Stakeholders

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• Identify ALL of your stakeholders
• They can help shape the project
• Analyze level of interest and power
• Consider a formal stakeholder analysis as described at
http://www.mindtools.com/pages/article/newPPM_07.htm

Know your stakeholders
• Keep important stakeholders engaged with project timeline
• When they know what is going on, they may be able to provide resources
• Revise when appropriate and communicate
• Even a rough timeline is better than none
Different groups may have different needs
Don’t make assumptions about level of detail
Discuss problems early on and engage stakeholders in minimizing impact