

# 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](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

**Set timelines**

- Different groups may have different needs
- Don't make assumptions about level of detail
- Discuss problems early on and engage stakeholders in minimizing impact

## Managing stakeholders