

Annex 1: Stakeholder Register Template

Use Stakeholder Register to determine the best interactions for various stakeholders

1. For each significant stakeholder identify basic characteristics about them.
2. Identify what their interest is in the project and how they will be affected by it (good & bad).
3. Identify the stakeholder's capacity and motivation to help or hurt the project.
4. Identify plans for how to address stakeholder's interests and motivations (public meetings, private interviews, communication, discussion, involvement on a committee, capacity building, etc.)
5. Modify this template by deleting irrelevant columns and adding others that might be useful for your project
6. As needed, consider additional registers for each program phase or project within your program scope.

Program Stakeholder Register (template)						
Project Name:				Date last Updated:		
Project Phase:						
Name of Stakeholder	Designation	Contact Information	Role in Program	Requirements & Expectations	Communications Strategy (What communication? How? How often? When?)	Influence on Program Outcome

Stakeholders are persons or organizations whether in the public, private or civil sector, whose interests may be positively or negatively affected by Mercy Corps' decisions, actions and ensuing results. Stakeholders can be both internal and external to Mercy Corps. Examples of stakeholders include: Mercy Corps team members, community groups, households, donors, the private sector, host country government, media, partners, and colleague agencies. In a program context, stakeholders are persons or organizations that are actively involved in the program and whose interests may be positively or negatively affected by the performance or completion of the program. Stakeholders may have very different interests, capacity and influence based on gender and power relationships in the community. Each program stage and sub-project may include unique stakeholders and it is the responsibility of the Program Manager and PMO to identify the stakeholders, communicate their anticipated level of participation and/or responsibility and manage expectations.