



TEAM **LEADER** TOOLS

Team Stakeholder Tool

Team Stakeholder Tool

Overview

What and Why

The Team Stakeholder Tool helps you identify key stakeholders and analyze their needs and expectations in relation to your team.

How

The following key actions can help your team discuss and develop team accountability.

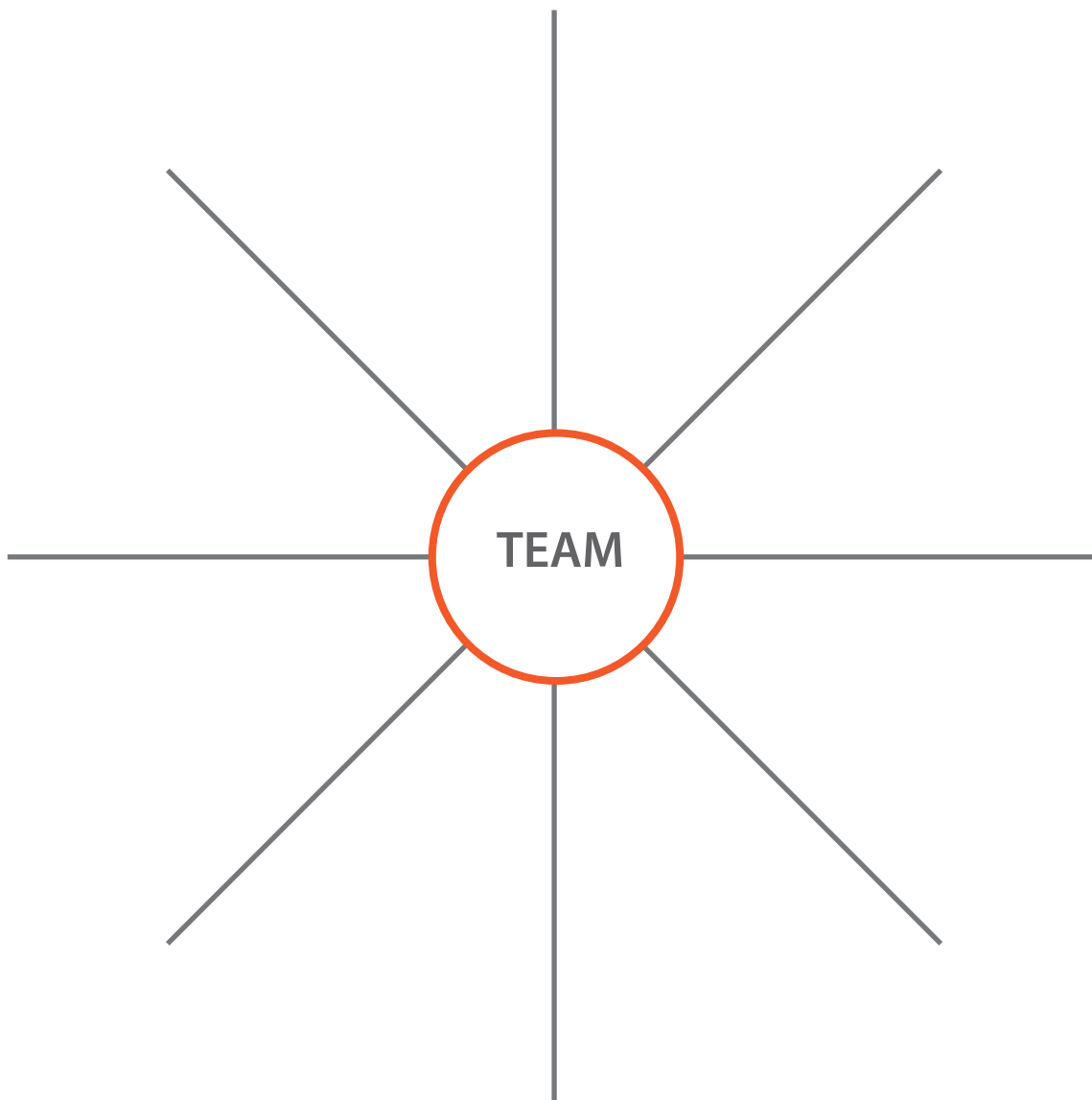
1. Make a list of the team's key stakeholders. They are those who directly impact or are impacted by the team.
2. Determine the top priorities of each key stakeholder. Use SPEED, COST, and QUALITY as a guide.
3. Define the basic needs of each key stakeholder and describe the impact your team will have on those needs.
4. Define the type of relationship you will need to have with each key stakeholder.
5. Describe the disposition of each key stakeholder in relation to your team. Are they friend, foe, or neutral?
6. Describe how strong your relationship is with each key stakeholder (high, medium, or low).
7. List the key actions you must take as a team with each key stakeholder.



Team Stakeholders

Identify Your Stakeholders

A key stakeholder is anyone who will directly impact, or be impacted by the project.





Team Stakeholder

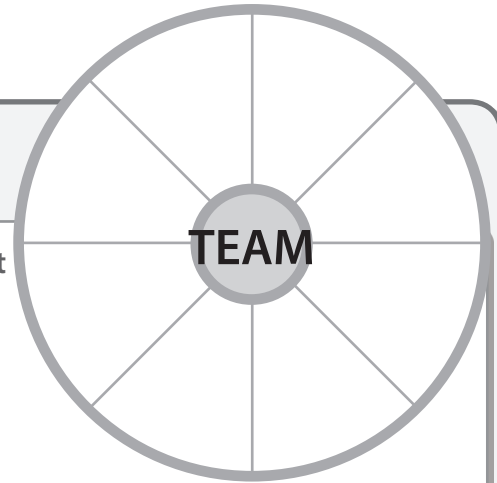
Discussion Template

Use this worksheet as a template for holding a team discussion on aligning your team to its stakeholders.

Team Discussion

1. Do we know who our key stakeholders are and have we discussed them as a team?
2. Do we clearly understand the needs, assumptions, and expectations of our key stakeholders?
3. Are the goals and day-to-day actions of our team in alignment with the needs and expectations of our key stakeholders?
4. Are the actions of individual team members in alignment with key stakeholders?
5. Have we held alignment discussions with key stakeholders?
6. What are we currently doing well to stay in alignment with our stakeholders?
7. What can we do to improve our alignment to our stakeholders?

Stakeholder Alignment Team Notes:





Team Stakeholder

Relationship Worksheet

Use this worksheet as a template to help you define and understand the relationship you have with a key associate.

Date

Common Goal

Associate's Name

Why Important to Me

Why Important to Associate

My Expectations

Associate's Expectations

Our History Working Together

