

Stakeholder Involvement on Projects: Checklist

Use the following list to help evaluate your understanding of stakeholder involvement and identify gaps that may impact how you answer exam questions. In your Exercise Notebook, keep track of items you currently do not understand or do not do in your project work. Pay extra attention to studying these topics.

Planning and Managing Stakeholder Involvement Projects

- List all stakeholders by individual or group name.
- Determine all the stakeholders' requirements.
- Determine stakeholders' interest in being involved in the project and in its outcomes.
- Determine stakeholders' level of influence on the project.
- Determine stakeholders' expectations and turn them into requirements as appropriate.
- Determine when stakeholders will be involved in the project and to what extent.
- Get stakeholders to sign off as requirements are finalized.
- Analyze the project to evaluate whether stakeholders' needs will be met.
- Communicate with stakeholders about how requirements and expectations will be met, which will not be met, and why.
- Get and keep stakeholders involved in the project. Assign them project work or accountabilities as appropriate.
- Manage and influence the stakeholders' involvement, engagement, and expectations.
- Communicate to stakeholders what they need to know (when they need to know it).
- Make sure stakeholders know what they need to communicate to the project manager and other stakeholders.
- Involve stakeholders as necessary in change management and approval.
- Involve stakeholders in the creation of lessons learned.
- Negotiate project agreements with stakeholders.
- Get stakeholders' sign-off and formal acceptance of interim deliverables during the project and at project or phase closing.
- Reassess stakeholders' involvement and make changes throughout the project as needed.
- Engage with stakeholders in demonstrations of increments of product or service built to date.
- Ensure a shared understanding of the project objectives, goals, deliverables, work, and acceptance criteria.
- Ask stakeholders to let you know about problems in project communications and relationships.
- Frequently discuss with stakeholders what "done" looks like.