



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 11: Update stakeholders



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Download additional parts of this manual from:

<http://www.stakeholdermapping.com/stakeholder-management-software-and-tools/98/>





Updating the stakeholder community.

Repeat the process described in part 1 if you are adding new stakeholders.

If some individuals or groups are no longer stakeholders you will need to make them inactive. The system retains their information in case you need to refer to them again or if they become stakeholders again at some later date.

Interest Has an interest in, or is affected by the project outcomes

Importance To Project: Power to affect success of the work

Requires From Project: Enhanced reputation

Classification1: None(No action required)

Classification2: None(No action required)

Comments:

Is Active: ☐ Active ☒ Inactive

Submit Cancel

Stakeholder Identification: august

Main Menu New Stakeholder Help Show All Active Show Inactive

Sort By: Number Name Direction Int/Ext Priority Classification1 Classification2 Print List Print Reports

Edit Process: ☒ Identification ☐ Prioritize ☐ Engage ☐ Communication ☐ Manage Issues ☐ History

Selecting **inactive** removes the stakeholder from the list. You can see who is **inactive** by selecting the light blue button **show inactive**

Stakeholder Identification: august

Main Menu New Stakeholder Help Show All Active Show Inactive

Sort By: Number Name Direction Int/Ext Priority Classification1 Classification2 Print List Print Reports

Edit Process: ☒ Identification ☐ Prioritize ☐ Engage ☐ Communication ☐ Manage Issues ☐ History

Name	Classification# 1	Classification# 2	Priority	Open Issues	Total Reports	Engagement Index	Status	View Full Details
Edit Steven Smith	None(No ac...	None(No ac...	5	0	1	50.00		Details
Edit Chang Ellen	None(No ac...	None(No ac...	12	0	0	36.24		Details
Edit Required	None(No ac...	None(No ac...		0	0	0.00		Details

To **restate** inactive stakeholder from this list by selecting **edit** and selecting the **active** button on the record. The stakeholder will be returned to the list.





http://120.148.84.163/Stakeholder.aspx - Windows Internet Explorer

http://120.148.84.163/Stakeholder.aspx

Main Menu New Stakeholders Help Show All Active Show Inactive

Sort By Number Name Direction Int/Ext Priority Classification1 Classification2 Print List Print Reports

Edit Process: Identification Prioritize Engage Communication Manage Issues History

Edit	Steven Smith	None/No ac...	None/No ac...	5	0	1	50.00	Details
Edit	Joseph Cotton	None/No ac...	None/No ac...	5	0	1	25.00	Details
Edit	Kanye West	Team	None/No ac...	6	0	1	10.36	Details
Edit	Nick Frederick	None/No ac...	None/No ac...	7	0	1	61.60	Details
Edit	Maria Johnson	None/No ac...	None/No ac...	8	0	1	75.00	Details
Edit	Carlos Guitano	None/No ac...	None/No ac...	9	0	1	50.00	Details
Edit	Martin Sanders	Team	Area 3	10	0	1	75.00	Details
Edit	Chang Ellen	None/No ac...	None/No ac...	12	0	0	36.24	Details
Edit	Tracy Fuller	Authoritie...	None/No ac...	11	0	0	25.00	Details
Edit	George Burns	Rights hol...	None/No ac...	12	0	0	0.00	Details
Edit	Andrew Johnson	Suppliers	Area 5	13	0	0	50.00	Details
Edit	George Jones	Customers	None/No ac...	14	0	0	75.00	Details
Edit	Joan Blue	None/No ac...	None/No ac...	15	0	0	10.36	Details
Edit	Patrick French	None/No ac...	None/No ac...	16	0	0	0.00	Details
Edit	Miles Herriot	Team	None/No ac...	0	0	0	0.00	Details
Edit	Judith Durham	None/No ac...	None/No ac...	0	0	0	0.00	Details
Edit	Philip Windsor	None/No ac...	None/No ac...	0	0	0	0.00	Details
Edit	Elizabeth Cornwell	None/No ac...	None/No ac...	0	0	0	0.00	Details
Edit	Anne London	None/No ac...	None/No ac...	0	0	0	0.00	Details

The stakeholders you have added will be at the bottom of the list. So you just have to select the **prioritize** button and rate them, starting from the bottom of the list and selecting the **previous** button in the top right hand corner after inputting the necessary data for each new stakeholder. If any other stakeholders need to be re-assessed you can rate them at the same time.

Edit / Set Stakeholder Prioritization Profile

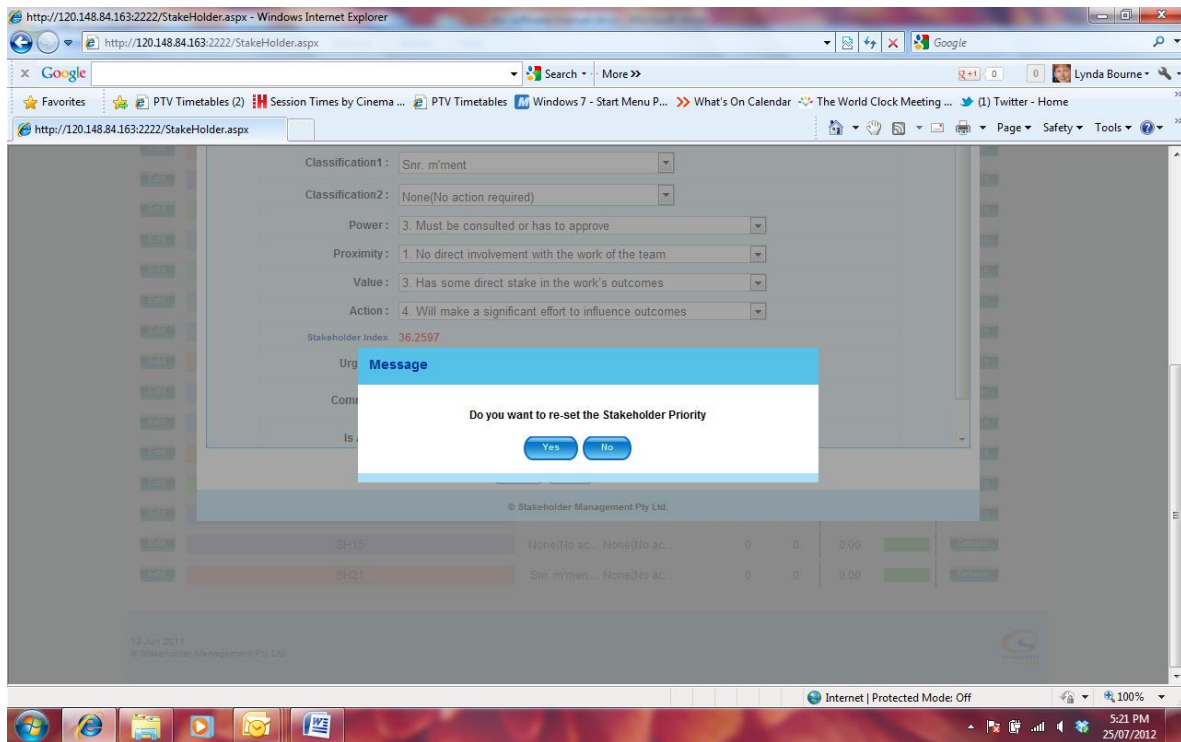
Previous Close

Name: Anne London

Role: SME on secondment to project

Direction: ☒ Upwards ☐ Outwards ☐ Sideways (eg. Peers) ☐ Sideways ☐ Downwards





When the priority assessment is complete select **submit** You will be asked if you want to re-sort in the new priority order. Select **yes**





http://120.148.84.163/Stakeholder.aspx - Windows Internet Explorer

http://120.148.84.163/Stakeholder.aspx

Stakeholder Identification: august

Main Menu New Stakeholder Help Show All Active Show Inactive

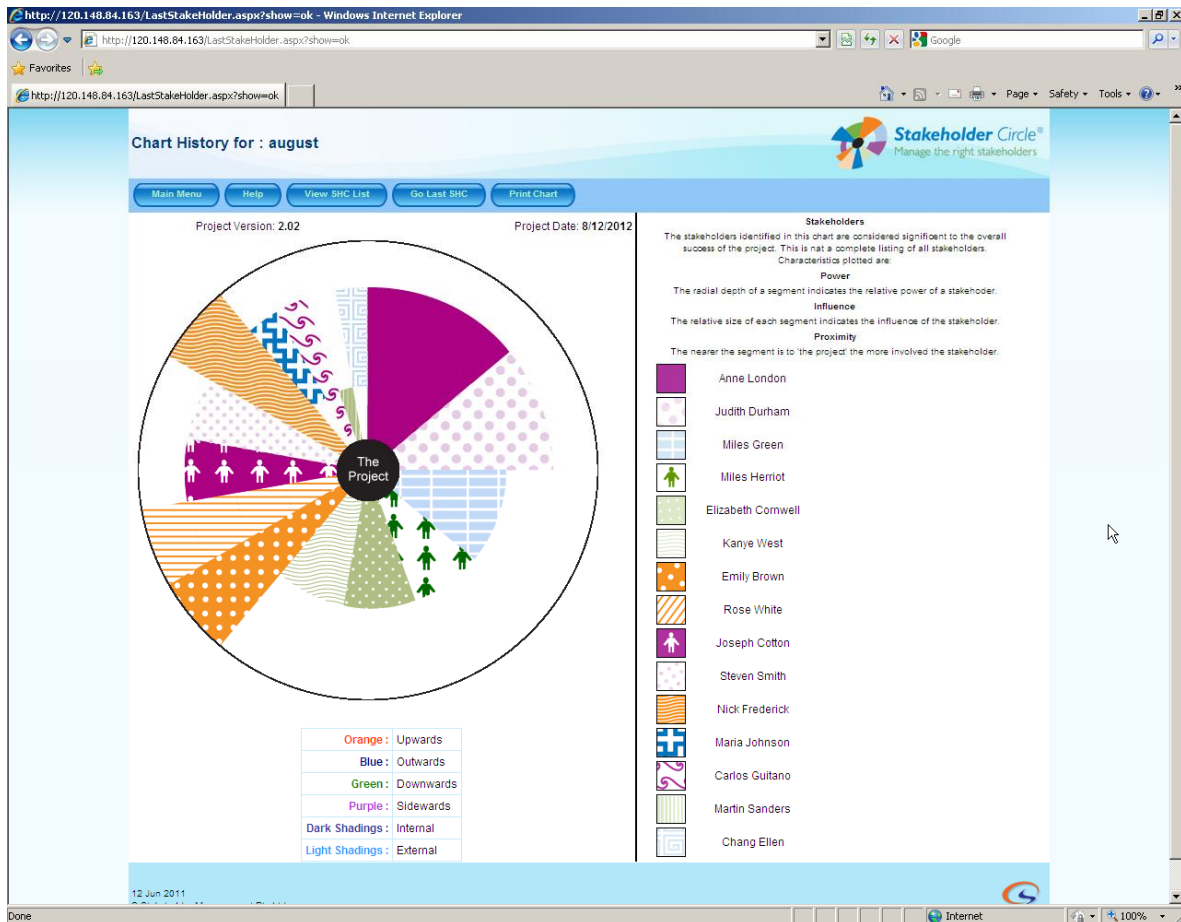
Sort By Number Name Direction IntExt Priority Classification1 Classification2 Print List Print Reports

Edit Process: ☒ Identification ☐ Prioritize ☐ Engage ☐ Communication ☐ Manage Issues ☐ History

Name	1	2	Priority	Issues	Reports	Index	Status	Details
Edit Anne London	None(No ac...	None(No ac...	1	0	0	100.00		Details
Edit Judith Durham	None(No ac...	None(No ac...	2	0	0	50.00		Details
Edit Miles Green	Team	None(No ac...	3	0	2	75.00		Details
Edit Miles Herriot	Team	None(No ac...	4	0	0	88.80		Details
Edit Elizabeth Cornwell	None(No ac...	None(No ac...	5	0	0	45.71		Details
Edit Kanye West	Team	None(No ac...	6	0	1	50.00		Details
Edit Emily Brown	Snr. m/men...	Area 3	7	0	4	61.60		Details
Edit Rose White	Snr. m/men...	None(No ac...	8	0	2	50.00		Details
Edit Joseph Cotton	None(No ac...	None(No ac...	9	0	1	50.00		Details
Edit Steven Smith	None(No ac...	None(No ac...	10	0	1	36.24		Details
Edit Nick Frederick	None(No ac...	None(No ac...	11	0	1	75.00		Details
Edit Maria Johnson	None(No ac...	None(No ac...	12	0	1	50.00		Details
Edit Carlos Guitano	None(No ac...	None(No ac...	13	0	1	50.00		Details
Edit Martin Sanders	Team	Area 3	14	0	1	75.00		Details
Edit Chang Ellen	None(No ac...	None(No ac...	15	0	0	36.24		Details
Edit Tracy Fuller	Authoritie...	None(No ac...	16	0	0	50.00		Details
Edit Phillip Windsor	None(No ac...	None(No ac...	17	0	0	0.00		Details
Edit Andrew Johnson	Suppliers	Area 5	18	0	0	50.00		Details

This is the result . a new list of ranked stakeholders by importance.
Go back to main menu and select create SHCq





This is the new map of the stakeholder community. It will be different from the first one: membership has changed and some stakeholders have more or less power than before.

Chart History for : august

Main Menu Help View SHC List Go Last SHC

Id	Version Date	Project Version Number	
54	12/08/12	2.02	Go This SHC
53	08/11/12	2.00	Go This SHC
52	08/01/12	1.00	Go This SHC

You can always compare the changes in SHC but printing and comparing the saved previous data





Stakeholder Circle Home

Project Name - august

Active Stakeholders: 20
Inactive Stakeholders: 4
Defined Reports: 7
Current Messages: 17

User Details

Lynda bourne
south melbourne
613 9999999
lynda.bourne@gmail.com

Company Details

stakeholderstuff Pty Ltd
Second Avenue South
Melbourne
lynda.bourne@gmail.com

NO
LOGO
AVAILABLE

Stakeholder Analysis Processes

Stakeholder List ⓘ
Identify and create the list of all Stakeholders

Create SHC ⓘ
Generate the Stakeholder Circle

Engagement Profile ⓘ
Generate project engagement profile

Communication Plan ⓘ
Print the communication plan

Supporting Processes

Edit Project ⓘ

Increment Version ⓘ

Set Weightings ⓘ

Manage Reports ⓘ

Top 15 Stakeholders ⓘ

View Last SHC ⓘ

Case Study PDF

Help





You can compare them:

At the main menu select the green **view last SHC** button.

Print out the Stakeholder Circle maps that you want to compare.

Now you have to review the engagement profiles. It is important to input engagement profile data to the new and changed stakeholders showing at the stakeholder list but you should also review the profiles of all your important stakeholders. the ones you have identified as needing additional communication.

To just update the new stakeholders you can select those with 0.00 index. Otherwise it would be a good idea to just step through at least the top 15 to review the engagement profiles.

Sort By: Number, Name, Direction, Int/Ext, Priority, Classification1, Classification2, Print List, Print Reports

Edit Process: Identification, Prioritize, **Engage**, Communication, Manage Issues, History

Edit	Name	Direction	Int/Ext	Priority	Classification1	Classification2	Index	Details
Edit	Judith Durham	None	None	2	0	0	50.00	Details
Edit	Miles Green	Team	None	3	0	2	75.00	Details
Edit	Miles Herriot	Team	None	4	0	0	86.80	Details
Edit	Elizabeth Cornwell	None	None	5	0	0	45.71	Details
Edit	Kanye West	Team	None	6	0	1	50.00	Details
Edit	Emily Brown	Snr. m'men...	Area 3	7	0	4	61.60	Details
Edit	Rose White	Snr. m'men...	None	8	0	2	50.00	Details
Edit	Joseph Cotton	None	None	9	0	1	50.00	Details
Edit	Steven Smith	None	None	10	0	1	36.24	Details
Edit	Nick Frederick	None	None	11	0	1	75.00	Details
Edit	Maria Johnson	None	None	12	0	1	50.00	Details
Edit	Carlos Guitano	None	None	13	0	1	50.00	Details
Edit	Martin Sanders	Team	Area 3	14	0	1	75.00	Details
Edit	Chang Ellen	None	None	15	0	0	36.24	Details
Edit	Tracy Fuller	Authoritie...	None	16	0	0	50.00	Details
Edit	Phillip Windsor	None	None	17	0	0	0.00	Details
Edit	Andrew Johnson	Suppliers	Area 5	18	0	0	50.00	Details
Edit	George Jones	Customers	None	19	0	0	75.00	Details
Edit	Patrick French	None	None	20	0	0	0.00	Details

12 Jun 2011
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NOTE: remember to select the **engage** button in the **edit process** line.





<input type="text" value="Interest"/>		<div>Support</div> <table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2"></td><td>1</td><td>Receptiveness</td><td>5</td></tr></table>																1							1	Receptiveness	5
1																											
		1	Receptiveness	5																							
Importance To Project :	Has specialist skills																										
Requires From Project :	None(No action required)																										
Classification1 :	Team																										
Classification2 :	Area 3																										
*** Set current and optimal levels of Receptiveness and Support ***		Show History																									
Current Level of :-																											
Support :	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	Passive support: supportive, but not actively supportive																									
Receptiveness :	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	Medium: will agree to receive information and may respond																									
Engagement Index :	75.00																										
Target Level for :-																											
Support	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	Passive support: supportive, but not actively supportive																									
Receptiveness :	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	Medium: will agree to receive information and may respond																									

If you are reviewing existing stakeholders you may only need to change the current level details if there has been any change.

