



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 13: Reports



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 - to full version
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5. Data input: Step 2 – Prioritize
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Download additional parts of this manual from:

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





Reports

Stakeholder Identification: august Stakeholder Circle®
Manage the right stakeholders

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 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

Once the data has been input to the system, it is possible to extract reporting information. To print the list of stakeholders select print list from the stakeholder list screen

http://120.148.84.163/Prints/PrintStakeholderList.aspx?sortBy=&show=active - Windows Internet Explorer

http://120.148.84.163/Prints/PrintStakeholderList.aspx?sortBy=&show=active

NO LOGO AVAILABLE

Stakeholder List For august

Active Stakeholders Count: 20
Inactive Stakeholders Count: 4

Data Version: 2.02 Data Date: 12/08/12

[Close](#) [Print](#)

Name	Classification# 1	Classification# 2	Priority	Open Issues	Total Reports	Engagement Index
Anne London	None(No action required)	None(No action required)	1	0		100.00
Judith Durham	None(No action required)	None(No action required)	2	0		50.00
Miles Green	Team	None(No action required)	3	0		75.00
Miles Herriot	Team	None(No action required)	4	0		86.80
Elizabeth Cornwell	None(No action required)	None(No action required)	5	0		45.71
Kanye West	Team	None(No action required)	6	0		50.00
Emily Brown	Snr. m'ment	Area 3	7	0		61.60
Rose White	Snr. m'ment	None(No action required)	8	0		50.00
Joseph Cotton	None(No action required)	None(No action required)	9	0		50.00
Steven Smith	None(No action required)	None(No action required)	10	0		36.24
Nick Frederick	None(No action required)	None(No action required)	11	0		75.00
Maria Johnson	None(No action required)	None(No action required)	12	0		50.00
Carlos Guitano	None(No action required)	None(No action required)	13	0		50.00
Martin Sanders	Team	Area 3	14	0		75.00
Chang Ellen	None(No action required)	None(No action required)	15	0		36.24

Done Internet 100%

This is the prioritised list of all stakeholders including the engagement index





http://120.148.84.163/Prints/PrintStakeholderListFull.aspx?sortBy=&show=active - Windows Internet Explorer
 http://120.148.84.163/Prints/PrintStakeholderListFull.aspx?sortBy=&show=active

NO LOGO AVAILABLE

Stakeholder List For august

Active Stakeholders Count: 20
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[Close](#) [Print](#)

Name	Direction	Role
Anne London	<input type="radio"/> U <input type="radio"/> O <input checked="" type="radio"/> S <input type="radio"/> D SME on secondment to project <input checked="" type="radio"/> Internal <input type="radio"/> External	
Priority Number	1	Stakeholder Index 60.42
Stakeholder Power	3	Medium Power
Stakeholder Proximity	4	Internal to the project
Stakeholder Urgency	5	Very high level of Urgency
Classification #1 action required)	None(No	Classification #2
Current Responsiveness	5	Proximity not set
Current Support	5	Power not set
Target Responsiveness	4	High capacity to formally instruct change: can have the work stopped
Target Support	4	Urgent team action is warranted provided it can be accommodated within current commitments
Stake in the Project		Knowledge
Importance To Project		Has specialist skills
Requires From Project		More organisational power
Notes & Comments		Contribution
Judith Durham	<input type="radio"/> U <input type="radio"/> O <input checked="" type="radio"/> S <input type="radio"/> D subject matter expert <input type="radio"/> Internal <input checked="" type="radio"/> External	
Priority Number	2	Stakeholder Index 50.53
Stakeholder Power	3	Medium Power
Stakeholder Proximity	3	Close to the project
Stakeholder Urgency	4	High level of Urgency
Classification #1 action required)	None(No	Classification #2
Notes & Comments		None(No action required)
Routinely involved in the work: part time team members, external suppliers or active		

Done Internet 100%

Full report: select print reports from the stakeholder list screen and select full This will show all data that is current for each stakeholder. It can be printed





http://120.148.84.163/Prints/PrintStakeholderListSummary.aspx?sortBy=&show=active - Windows Internet Explorer

http://120.148.84.163/Prints/PrintStakeholderListSummary.aspx?sortBy=&show=active

NO
LOGO
AVAILABLE

Stakeholder List For august

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[Close](#) [Print](#)

Name	Direction	Role	
Anne London	<input type="radio"/> U <input type="radio"/> O <input checked="" type="radio"/> S <input type="radio"/> D <input checked="" type="radio"/> Internal <input type="radio"/> External Stakeholder Power <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 Stakeholder Proximity <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 Stakeholder Urgency <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	SME on secondment to project	Priority Number 1 Stakeholder Index 60.42 # Open Issues 0 Open Reports
Classification #1 Stake in the Project Importance To Project Requires From Project Respectiveness <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5 Target Respectiveness <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	None(No action required) Knowledge Contribution Has specialist skills More organisational power	Classification #2 None(No action required)	Support <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5 Target Support <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Judith Durham	<input type="radio"/> U <input type="radio"/> O <input checked="" type="radio"/> S <input type="radio"/> D <input type="radio"/> Internal <input checked="" type="radio"/> External Stakeholder Power <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 Stakeholder Proximity <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 Stakeholder Urgency <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	subject matter expert	Priority Number 2 Stakeholder Index 50.53 # Open Issues 0 Open Reports
Classification #1 Stake in the Project Importance To Project Requires From Project Respectiveness <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5	None(No action required) Knowledge Impact Power to affect success of the work Enhanced reputation	Classification #2 None(No action required)	Support <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Summary stakeholder report

