



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 14: Other functions



Stakeholder Management Pty Ltd

13 Martin Street
South Melbourne VIC 3205 Australia
Tel: +613 9696 8684 Fax: +613 9686 1404
Email: lyndab@stakeholder-management.com



Contents by section (each section can be downloaded separately)

1. Getting started
2. Login:
 - to trial version
 - to full version
3. Applying the methodology
4. Data input: Step 1 – Identify
5. Data input: Step 2 – Prioritize
6. Data input: Step 3 – Visualize
7. Data input: Step 4 – Engage
8. Data input: Step 5 – Measure effectiveness
9. Plan Communication
10. Version control
11. Update stakeholders
12. Review changes
13. Reports
14. Other functions
15. Getting help

Download additional parts of this manual from:

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





Edit / Set Stakeholder Engagement Profile

PreviousNextClose

Name :	<input type="text" value="Miles Green"/>	Power :	2	Informal Power
Role :	<input type="text" value="Team Leader"/>	Proximity :	4	Internal to the project
Direction :	<input checked="" type="radio"/> Upwards <input checked="" type="radio"/> Outwards <input type="radio"/> Sideways <input type="radio"/> Downwards <small>Outwards (eg Suppliers)</small>	Urgency :	4	High level of Urgency
	<input checked="" type="radio"/> Internal <input type="radio"/> External <small>To the organization</small>			
Significance to Project :	<input type="text" value="Knowledge"/>			
	<input type="text" value="Rights"/>			
Importance To Project :	Has specialist skills			
Requires From Project :	Enhanced reputation			
Classification1 :	Team			
Classification2 :	None(No action required)			
	*** Set current and optimal levels of Receptiveness and Support ***			
	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 <small>Passive support: supportive, but not actively supportive</small>			
Receptiveness :	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5 <small>Medium: will agree to receive information and may respond</small>			
Engagement Index :	75.00			

5

Support

1

1

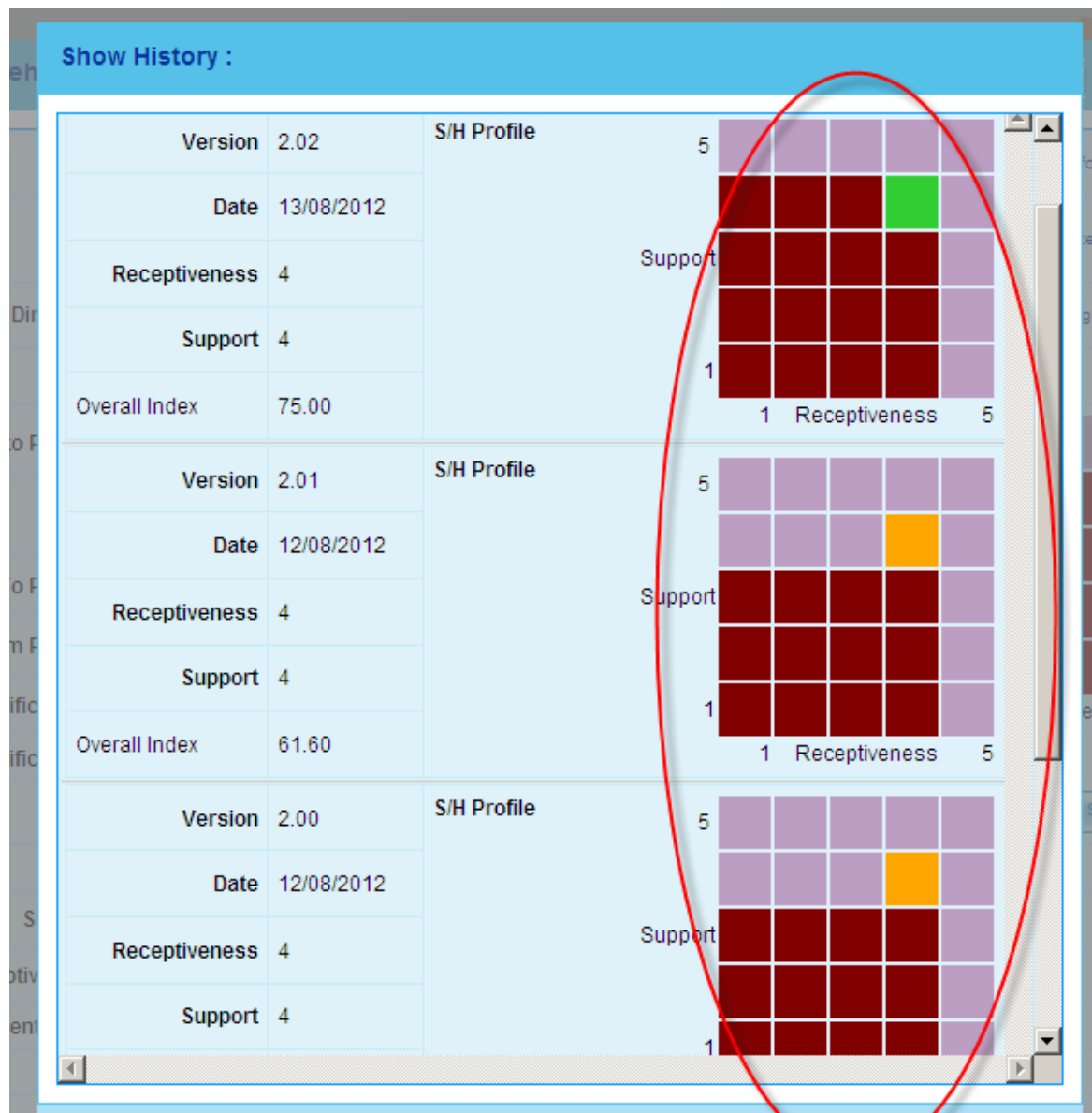
Receptiveness

5

Show History

The History screen supports *step 5 monitor*, and shows how in successive versions the engagement profile of each stakeholder has changed (or not). In this case the support of this stakeholder has risen to the target level defined earlier in *step 4 engage*. An appropriate communication strategy was developed and implemented resulting in eventual improvement in stakeholder engagement.





To leave this screen scroll down to the **Return** button.





Stakeholder Circle Home

Project Name - august Data Version: 2.02 Data Date: 12/08

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

Project health check: select engagement profile from main menu

Stakeholder Engagement Profile august

Main Menu Help Update Current Print Chart

Overall Stakeholder Engagement Index

	Index	Version	
Current	59.255	2.02	8/13/2012
Previous			
Trend			

The 'index' value is the aggregate weighting of all stakeholders on a scale of 0 to 100.

Overall Stakeholder Comparison

	Plodders	Support	Problems	Receptiveness	Possibles	Promoters
	0	0	0	0	0	0
	0	0	0	11	1	
	0	0	5	1	0	
	0	0	0	0	0	
	0	0	0	0	0	

Available Versions, Select One to Compare

Version	Date	Index Value	Select to Compare
2.02	13/08/2012	59.255	<input type="radio"/> Select
2.00	11/08/2012	45.686	<input type="radio"/> Select
1.00	09/08/2012	45.344	<input checked="" type="radio"/> Select

Click To View

The numbers in this matrix represent the total active stakeholders in each segment based on their assessed levels of support and receptiveness
Bold Type = Current
Light Type = Comparison

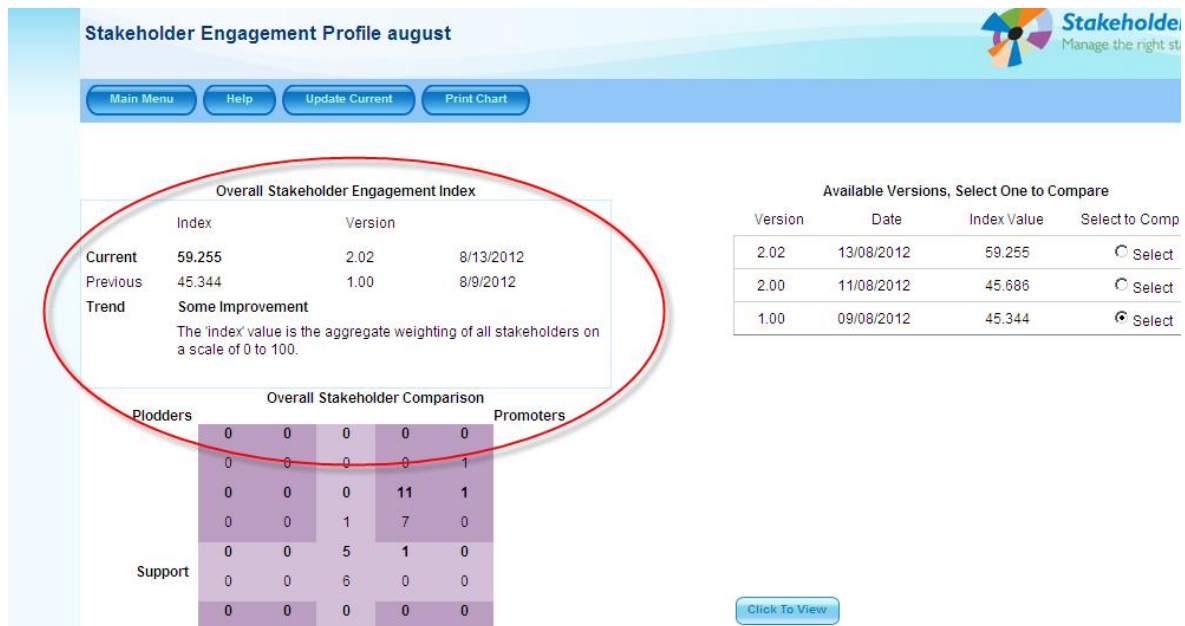
Project Health check

At main menu select button engagement profile





This will incorporate all the data input for each stakeholder engagement profile and summarise. TO compare version select the appropriate version to compare with the current one.



This summary data shows the overall improvement in the engagement profile of all project stakeholders. The numerical data is supported by a comment . in this case the trend is some improvement.

The detail data in the '2X2' box is under construction and will be available in a subsequent version of the software; it will be intended to support a summary of the information requirements of stakeholders: such as 'keep informed'; 'keep satisfied'; 'monitor' and 'manage closely'. This modification will enhance communication planning.





[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
Edit Miles Herriot	Team	None(No ac...	4	0	0	86.80		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

Back to stakeholder list and select history button.

You will be able to see the log of changes and updates that have been made to each stakeholder.

Stakeholder Data Updates (History): [Previous](#) [Next](#) [Close](#)

Stakeholder Detail for: Kanye West

Priority Number: 6
 Stakeholder Index: 50.00

Classification #1: Team
 Classification #2: None(No action required)

Notes & Comments :

Stakeholder Detail for: Kanye West Total History Count :4

	Stakeholder Name	Direction	Role	Internal/External	Stake in Project	Requires from Project	Classification
Version 1.00	Kanye West	D	team member	External	Influence	Delivery of benefits resulting from the successful completion of the work	Team
Date 8/11/2012		Proximity 4		Importance to Can influence views of work or organisation			None(No action required)
Active Active	Power 1	Receptiveness 2	Support 1	Target Receptiveness 4	Support 4	Importance to Project Interest	
Current							
Version 2.00	Kanye West	D	team member	External	Influence	Delivery of benefits resulting from the successful completion of the work	Team
Date 8/12/2012		Proximity 4		Importance to Can influence views of work or organisation			None(No action required)
Active Active	Power 1	Receptiveness 2	Support 1	Target Receptiveness 4	Support 4	Importance to Project Interest	
Current							
Version 2.01	Kanye West	D	team member	External	Influence	Delivery of benefits resulting from the successful completion of the work	Team
Date 8/12/2012		Proximity 4		Importance to Can influence views of work or organisation			None(No action required)
Active Active	Power 1	Receptiveness			Support	Importance to Project	

[Submit](#) [Cancel](#)

You can select the edit button beside the stakeholder that you wanted information on or you can step through each record moving forward or back through use of the next or previous button in the top right hand corner.





This will show all the changes made to each stakeholder record.

To get this result which shows how the engagement strategy changes over time, select the **Engage** button on the **Stakeholder list** page and select the **Edit** button for the stakeholder record you wanted to see.

There is a history button below the engagement profile . **Show history** Selection of that button will give this data: you will be able to measure the effectiveness of your communication strategies by observing the improvements or otherwise in the data. For example the screen above shows that the support and receptiveness to information about the project have improved over time.

To view each record select **Next** or **Previous**

Communication reports

Were discussed in Part 1 of this manual





Stakeholder Circle Home

Project Name - august Data Version: 2.02 Data Date: 12/08/12

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

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**

NO LOGO AVAILABLE

My Portfolio **Close**

When you have finished:

At main menu select close

My Portfolio

Project Details :
Project Limit : Unlimited
Total Running : 12
Total Inactive : 5

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

Create New Project
Project Name :
Submit **Cancel**

Log Out

Project List	Active StakeHolder	InActive StakeHolder	Total Message Count	Data Version	Data Date	Action
august	20	4	17	2.02	12/08/12	Select Edit Delete

At this final (or first) screen you can either log out or create a new project, or select another project to work on from the list.

