



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 14: Other functions



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2. Login:
 - to trial version
 - to full version
3. Applying the methodology
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5. Data input: Step 2 – Prioritize
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7. Data input: Step 4 – Engage
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Download additional parts of this manual from:

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





Edit / Set Stakeholder Engagement Profile Previous Next Close

Name : Miles Green	Power : 2 Informal Power																														
Role : team leader	Proximity : 4 Internal to the project																														
Direction : <input checked="" type="radio"/> Upwards <input type="radio"/> Outwards <input type="radio"/> Sideways <input type="radio"/> Downwards <small>Outwards (eg Suppliers)</small> <input checked="" type="radio"/> Internal <input type="radio"/> External <small>To the organization</small>	Urgency : 4 High level of Urgency																														
Significance to Project : Knowledge Rights	<table border="1"><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Support</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>1</td><td>Receptiveness</td><td>5</td><td></td><td></td></tr></table>	5						Support												1							1	Receptiveness	5		
5																															
Support																															
1																															
	1	Receptiveness	5																												
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>	Show History																														
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																															

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.





Show History :

Version	Date	Receptiveness	Support	Overall Index	S/H Profile
2.02	13/08/2012	4	4	75.00	
2.01	12/08/2012	4	4	61.60	
2.00	12/08/2012	4	4		

To leave this screen scroll down to the button.





Stakeholder Circle Home Stakeholder Circle
Manage the right stakeholder

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 Stakeholder Circle
Manage the right stakeholder

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.

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

Overall Stakeholder Comparison

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

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.

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	45.344	1.00	8/9/2012
Trend	Some Improvement		

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

Available Versions, Select One to Compare

Version	Date	Index Value	Select to Comp
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

Overall Stakeholder Comparison

	Overall Stakeholder Comparison				
	Plodders				Promoters
	0	0	0	0	0
	0	0	0	0	1
	0	0	0	11	1
	0	0	1	7	0
Support	0	0	5	1	0
	0	0	6	0	0
	0	0	0	0	0

Click To View

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 Classification #1 : Team
 Stakeholder Index: 50.00 Classification #2 : None(No action required)

Notes & Comments :

Stakeholder Detail for: Kanye West Total History Count :4

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

[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 Stakeholder Circle
Manage the right stakeholders

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
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**NO
LOGO
AVAILABLE**

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Edit Project ?

Increment Version ?

Set Weightings ?

Manage Reports ?

Top 15 Stakeholders ?

View Last SHC ?

Case Study PDF

Help

My Portfolio
Close

When you have finished:

At main menu select close

My Portfolio Stakeholder Circle®
Manage the right stakeholders

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.

