Template stakeholder specification

Template to support the functional dynamic stakeholder involvement (<https://bit.ly/3flpwLj>)

**Stakeholder selection and specification according to the need of the respective projects step(s). Please use one table per stakeholder only.**

|  |
| --- |
| **Stakeholder (Who?)** |
| Name, surname  |  |
| Representing group (e.g., administration of a municipality, NGO, business sector, ...) |  |
| Contact data |  |
| Further information such as expertise, interests, etc. |  |
| **Key questions** |
| Stakeholder’s function in project (**why?**), e.g. substantive rationale (knowledge/expertise) = knowledge provider |  |
| Project step stakeholder should be involved (**when?**), e.g. at a certain step or several steps or during the full project time span |  |
| **What** aspect of the project stakeholder should have a “say”, i.e. specify the topic a stakeholder should play a role in |  |
| **How** is involvement organized, e.g. workshops, focus-group, information event, etc. |  |
| **Remarks** |
|  |

**Functional-dynamic involvement of stakeholders. This figure can be used to depict the intensity and dynamic of stakeholder’s involvement (x-axis) over time along project steps (y-axis). At the end a “fever” curve may occur spanning from information to collaboration over time.**

**Reference:**

<https://tdlab.usys.ethz.ch/livlabs/seychelles.html>

**Template provided by** Pius Krütli, TdLab, Mai 2020