

Stakeholder Communication Matrix

Project Name: *[Enter name]*Project Manager: *[Name]*Last Updated: *[Date]*

SECTION 1: STAKEHOLDER REGISTER

Stakeholder Name	Organization/Role	Interest in Project	Influence (H/M/L)	Impact (H/M/L)	Engagement Level	Contact Info
City Council						
Funding Agency						
Community/Public						
Contractor						

Engagement Levels: Manage Closely (high influence, high interest) | Keep Satisfied (high influence, low interest) | Keep Informed (low influence, high interest) | Monitor (low influence, low interest)

SECTION 2: COMMUNICATION MATRIX

Stakeholder/Audience	Information Needed	Format/Method	Frequency	Responsible Party	Timing/Trigger	Notes
City Council	Project status, budget, decisions needed	Presentation	Monthly	Project Manager	Council meetings	
Funding Agency	Progress reports, compliance docs, invoices	Written report	Per award terms	Project Manager	Report due dates	Keep copies of all submissions
Community/Public	Project updates, impacts, timeline	Newsletter, website	As needed	City Clerk	Major milestones	Use plain language
Contractor	Scope, schedule, changes, payments	Meetings, email	Weekly	Project Manager	Construction phase	Document all changes

▲ TIPS FOR EFFECTIVE COMMUNICATION:

- Document all communications with funding agencies in writing
- Use plain language for public communications (8th grade reading level)
- Contact your funding agency BEFORE making any changes to scope, schedule, or budget