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| --- |
| **Project Name:**       |
| **Prepared by:**       |
| **Date:**       |
| **Project Stakeholder** | **Specific Information Needs** | **Best Source of Information Needed** | **Planned Method of Delivery** | **Timing Considerations** |
| **Project Manager** |       |       |       |       |
| **Customer #1** |       |       |       |       |
| **Customer #2** |       |       |       |       |
| **Customer #3** |       |       |       |       |
| **Performing Organisation** |       |       |       |       |
| **Project Team Members** |       |       |       |       |
| **Sponsor** |       |       |       |       |
| **Senior Executive** |       |       |       |       |
| **Other Internal Stakeholders** |       |       |       |       |
| **Other External Stakeholders** |       |       |       |       |