|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |  |  |  |