

SAMPLE STAKEHOLDER QUESTIONS

As a project manager, it's your job to set expectations and work with your team and clients to establish good communication patterns. A simple conversation can help you to wrangle the info you need to set everyone up for success.

Set some time aside with your main client contact and ask them some questions about process, organizational politics, and general risks. Doing so will not only convey that your team has the experience to handle any type of difficult personalities or situation, it shows that you care about the project and want it to run smoothly. *Here are some questions that could help you:*

- Has your team discussed how you will gather feedback?
- Who is the final sign off? Or who owns the project?

- Is there a stakeholder we need to consider who is not on your list? (A president, dean, the boss's spouse?)
- What is the project deadline? What are the factors or events that are calling for that date? (i.e. a meeting, an ad campaign, an event)
- Are there any dates when you will be closed or not available?
- Will there be any meetings or points in the project where you'll want us to present on the current project status to a larger group (i.e. a board meeting)?
- Has your team been through a project like this in the past? If yes, how did it go?
- Is there anything that would prevent the project from being successful?
- Does your organization have a preferred mode of communication?
- Are there any points in the process that some stakeholders might not understand that we can explain?



Created and Presented by: **Brett Harned**

bharned@gmail.com | brettarned.com | @brettarned