

STAKEHOLDER REGISTER

List of Identified Admin Assistants for ServiceNow Training.xlsx - Last Modified: May 26

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	A	B	C	D	E
	Dept ID	Dept Descr	Position Descr	LN, FN	HR Record Email Address
1	100	Administration - Board of Educ	Executive Assistant II		
2	100	Administration - Communications	Communications Support Asst		
3	100	Administration - Communications	Special Programs Assistant		
4	100	Administration - Communications	Communications Media Assistant		
5	110	Administration-Superintendent	Executive Assistant III		
6	150	Innovation - Admin Office	Executive Assistant I		
7	200	Human Resources	Admin Asst III-Confidential		
8	200	Human Resources	Administrative Assistant I		
9	200	Human Resources	Executive Assistant I, HR		
10	200	Human Resources	Program Secretary		
11	200	Human Resources	Program Secretary		
12	200	Human Resources	Program Secretary		
13	300	Integrated Technology Services	Administrative Assistant II		
14	300	Integrated Technology Services	Administrative Assistant II		
15	300	Integrated Technology Services	Administrative Assistant II		
16	300	Integrated Technology Services	Executive Assistant I		
17	300	Integrated Technology Services	Program Secretary		
18	300	Integrated Technology Services	Project Management Assistant		
19	300	Integrated Technology Services	Administrative Assistant III		
20	400	Student Services	Administrative Assistant I		
21	400	Student Services	Administrative Assistant II		
22	400	Student Services	Executive Assistant I		
23	400	Student Services	Program Secretary		
24	400	Student Services	Program Secretary		

In your Project Charter you listed your stakeholders. Depending on your project, you might benefit from a Stakeholder Register, which can be a list of stakeholders in Excel. A Stakeholder Register helps you track and manage the people affected by or involved in your project. It can be as simple or detailed as your project needs.

Why It's Useful:

- Send emails easily to target groups
- Track who needs what
- Customize communication
- Update stakeholders efficiently by phase or group

Suggested Stakeholder Register Components

Basic Columns

1. Name
 2. Job Title
 3. Department
 4. Email Address
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Additional Columns

(add what you need)

Depending on your project, consider adding:

5. Employee Type (e.g., Manager, Staff, Part-Time, etc.)
 6. Phase Involved (Group 1, Group 2, Group 3, etc.)
 7. Level of Influence or Impact
 8. Notes
 9. Contacted (Y/N)
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Tips:

- Tailor it to your project needs and only include what you'll actually use
- Keep it updated as your project evolves
- Use filters in Excel to quickly sort by department, role, or phase