Project Stakeholder Management Terms	
	Directions: Hide this side of the flashcards or fold page in half. Read the term, recite the definition, and then look at this side of the flashcards to check your answer.
Interactive communications	This type of communication means that information is happening among stakeholders, like in a forum. Examples of interactive communications are meetings, videoconferences, phone calls, and ad-hoc conversations. Interactive communications means that the participants are actively communicating with one another.
Brain writing	A data gathering technique that's similar to brainstorming, but provides brainstorming meeting participants with the questions and topics for brainstorming before the stakeholder identification meeting.
Key stakeholder	Stakeholders—such as management, the project manager, program manager, or customers—that have the authority to make decisions in the project.
Leading stakeholder status	Part of stakeholder analysis classification. A leading stakeholder is aware of your project, they want your project to be successful, and the stakeholder is working to make certain the project is a success.
Negative stakeholder	A stakeholder who does not want the project to exist and is opposed to the project.
Neutral stakeholder	A stakeholder who has neither a positive nor negative attitude about the project's existence.
Neutral stakeholder status	Part of stakeholder analysis classification. A neutral stakeholder is aware of your project and is not concerned if the project succeeds or fails.
Positive stakeholder	A stakeholder who sees the benefits of the project and is in favor of the change the project is to bring about.

Profile analysis meeting	This is an analysis meeting to examine and document the roles in the project. The role's interests, concerns, influence, project knowledge, and attitude are documented.
Pull communications	This type of communication pulls information from a central repository. Pull communications allow stakeholders to retrieve information from a central source as needed.
Push communications	This type of communication happens when the sender pushes the same message to multiple people. Good examples of push communications are broadcast text messages, faxes, press releases, and group e-mails.
Reporting system	A reporting system is a software program to store and analyze project data for reporting. A common reporting system will take project data, allow the project manager to pass the data through earned value management, for example, and then create forecasting reports about the project costs and schedule.
Resistant stakeholder status	Part of stakeholder analysis classification. A resistant stakeholder is aware of your project, but they do support the changes your project will create.
Stakeholder	Anyone who is affected by the existence of the project or who can affect the project's existence. Stakeholders can enter and exit the project as conditions change within the project.
Stakeholder analysis	An activity that ranks stakeholders based on their influence, interests, and expectations of the project. Stakeholders are identified and ranked, and then their needs and expectations are documented and addressed.
Stakeholder classification models	These are charts and diagrams that help the project manager determine the influence of stakeholders in relation to their interest in the project. Common classification models include the power/interest grid, the power/influence grid, the influence/impact grid, and the salience model.

Stakeholder engagement	The project manager works to keep the project stakeholders interested, involved, and supportive of the project. Through communication, management skills, and interpersonal skills, the project manager can work to keep the project stakeholders engaged and interested in the project.
Stakeholder identification	A project initiation activity to identify, document, and classify the project stakeholders as early as possible in the project.
Stakeholder management	The project management knowledge area that focuses on the management and engagement of the project stakeholders. There are four processes in this knowledge area: identify stakeholders, plan stakeholder management, manage stakeholder engagement, and Monitor Stakeholder Engagement.
Stakeholder engagement plan	The stakeholder engagement plan documents a strategy for managing the engagement of project stakeholders. The stakeholder engagement plan establishes stakeholder engagement and defines how the project manager can increase and improve stakeholder engagement.
Stakeholder engagement planning	The project manager works with the project team and subject matter experts to create a strategy to manage the project stakeholders.
Stakeholder register	A documentation of each stakeholder's contact information, position, concerns, interests, and attitude toward the project. The project manager updates the register as new stakeholders are identified and when stakeholders leave the project.
Supportive stakeholder status	This is part of stakeholder analysis classification. A supportive stakeholder is aware of your project and is supportive and hopeful that the project will be successful.
Unaware stakeholder status	Part of stakeholder analysis classification. An unaware status means the stakeholder doesn't know about the project and the effect the project may create on the stakeholder.