

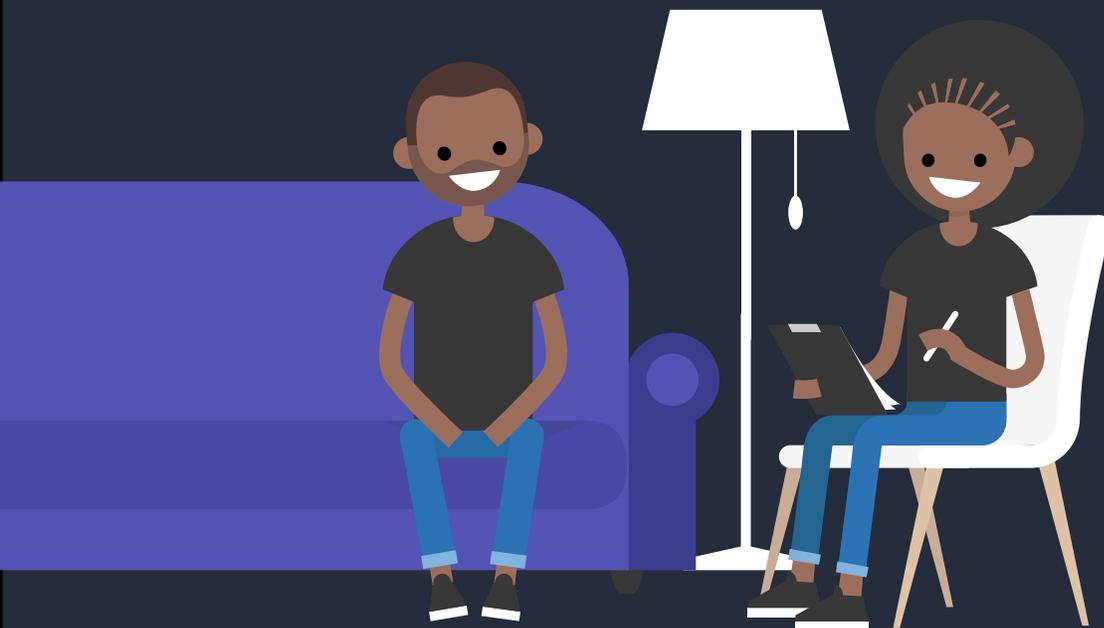
SAMPLE STAKEHOLDER QUESTIONS

As a project leader, it's your job to set expectations and work with your team and stakeholders to establish good communication patterns. That sounds lofty—and maybe even difficult—but a simple conversation can help you wrangle the info you need to set everyone up for success.

Set some time aside with your main stakeholder contact to get to know their process, organizational politics, and general risks. Doing so will not only convey that your team has the experience to handle any type of difficult personality or situation. It also shows you care about the project and want it to run smoothly.

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HERE ARE SOME QUESTIONS TO GUIDE YOUR CONVERSATION:

- What are the goals for the project? How were those goals established?
- Are there any dissenting views within your team we should know about?
- Has your team discussed how you'll gather feedback? What will that process look like?
- How much time will you need to provide clear, concise feedback to the project team?
- Who is the final approver? Or who owns the project?
- Is there a stakeholder we need to consider who's not on your list (e.g., the president, dean, boss's spouse)?
- What's the project deadline? What factors or events call for that date (e.g., a meeting, ad campaign, event)?
- Will you be closed or unavailable on any dates?
- Would you like us to present the current project status to a larger group (e.g., the board) at any meetings or points in the project?
- Has your team been through a project like this in the past? If yes, how did it go? If no, what concerns or questions do you have?
- Would anything prevent the project from being successful?
- Does your organization have a preferred mode of communication?
- Are there any points in the process some stakeholders might not understand we should focus on or that we need to do a better job of explaining?