**Stakeholder Concept Template**

**1. Introduction**

* **Purpose**: Briefly state the purpose of this document – to identify and define the key stakeholders for the system, their roles, needs, and expectations, serving as a foundation for all subsequent system development activities.
* **Scope**: Define the boundaries of this stakeholder analysis, specifying which system or project it applies to and what lifecycle phases are considered (e.g., from concept to disposal).

**2. Stakeholder Identification**

* **Purpose**: Systematically identify all individuals or organizations that have a legitimate interest, right, share, or claim in the system, or who are affected by or influence its development and operation.
* **Content**:
	+ **List of Key Stakeholders**: Provide a comprehensive list of all identified stakeholder groups. Examples include:
		- **Customers**: Those who acquire, request, or benefit from the system.
		- **Users/Operators**: Individuals who directly interact with and benefit from the system during its utilization.
		- **Sponsors**: The entity initiating and often funding the project.
		- **Developers/Engineers/Suppliers**: Individuals or organizations involved in designing, building, or supplying components.
		- **Maintainers/Support Personnel**: Those responsible for sustaining the system post-deployment.
		- **Regulators/Approving Authorities**: Entities that set conditions or certify the system for use.
		- **Public/Society at Large**: Individuals potentially affected by the system's operation or disposal.
		- **Other Stakeholders**: (e.g., marketing, sales, testers, installers, financial institutions).
	+ **Classification (Optional)**: Classify stakeholders (e.g., based on involvement: Vested, Influence, Participate - VIP).
* **Representation (Optional)**: Can include a **Stakeholder Identification Block Definition Diagram (BDD)** or a **Stakeholder Register** table.

**3. Stakeholder Needs and Expectations**

* **Purpose**: Document what each identified stakeholder group expects from the system, including their needs, desires, visions, and concerns These will form the basis for formal requirements.
* **Content**:
	+ **Summarized Needs and Expectations**: For each key stakeholder group, describe their primary needs, desired outcomes, and expectations from the system. These can be expressed as:
		- **User Stories**: Short, simple descriptions of a feature from an end-user perspective.
		- **Use Cases/Scenarios**: Descriptions of how the system will be used in specific operational contexts.
		- **Conceptual Statements**: High-level textual descriptions.
		- **Measures of Effectiveness (MOEs)**: Top-level measures by which stakeholder satisfaction will be judged.
	+ **Identified Concerns**: Document specific matters of interest or importance to stakeholders, which can influence their perception and values regarding the system.
* **Considerations**: Acknowledge that initial needs may not be fully realistic or feasible and will require analysis, refinement, and prioritization. Address any conflicting or inconsistent needs among different stakeholders.
* **Representation (Optional)**: Can include a **Stakeholder Expectation Statement and Traceability Table**, or **Requirements Diagrams of Stakeholder Expectations Traced to Needs, Goals, and Objectives (NGOs)**.

**4. Roles and Responsibilities**

* **Purpose**: Clarify the specific roles and responsibilities each stakeholder plays at different stages of the project lifecycle.
* **Content**: For each stakeholder group, detail their involvement, such as:
	+ **Information Provider**: Supplying data or insights.
	+ **Validator**: Reviewing and approving concepts or requirements.
	+ **Collaborator**: Actively participating in design or development.
	+ **Evaluator**: Assessing system performance (e.g., during testing).
	+ **Adopter**: Accepting and using the deployed system.
	+ **Feedback Provider**: Offering input for continuous improvement.

**5. Constraints and Context Analysis**

* **Purpose**: Identify external factors, limitations, and the broader context in which the system will be developed, operated, and sustained
* **Content**:
	+ **Key Constraints**: List known limitations such as:
		- **Technical Constraints**: (e.g., existing infrastructure, interoperability standards, technology maturity)
		- **Operational Constraints**: (e.g., environmental conditions, regulatory requirements, safety standards)
		- **Programmatic Constraints**: (e.g., budget, schedule, resources)
	+ **Drivers**: Summarize critical factors motivating the project (e.g., cost-efficiency, performance goals).
	+ **Operational Environment**: Briefly describe the environment in which the system is intended to operate (e.g., physical, social, regulatory, technical aspects).

**6. Relationship to Requirements and Validation**

* **Purpose**: Explain how the identified stakeholder needs and expectations will be used as a basis for formal system requirements and the ultimate validation of the system.
* **Content**:
	+ **Foundation for Requirements**: State that the integrated set of stakeholder needs captured in this artifact directly informs and defines the project scope and is then transformed into formal system requirements ("shall" statements)
	+ **Validation Criteria**: Articulate that this artifact provides the essential criteria against which the developed system will be validated, ensuring it accomplishes its intended purpose and satisfies stakeholder needs in its operational environment

**7. Appendices (Optional)**

* **Stakeholder Register**: A detailed table listing each stakeholder, their contact information, classification, and initial involvement.
* **Stakeholder Description Table**: Providing more detailed profiles of key stakeholder groups.
* **Use Case Diagrams / Activity Diagrams**: Visual representations supporting user interactions and operational flows.
* **References**: List any source documents, workshops, interviews, or other inputs used for this artifact.