

Stakeholder Mapping

Identifying and Understanding Stakeholders

For the purposes of this mapping, a stakeholder is a party that is not in-house staff within the institution that the staff will need to work with or report to, including the governing body, contractors and volunteers. This map can be adapted as appropriate, e.g. remove a stakeholder if not applicable to your institution, event or collection. If the same stakeholder assumes multiple roles, consider if different communication channels are required to meet respective needs.

Stakeholder	Contact Person	Needs / Requirements	Potential Risk Exposure	Communication Channel
<i>Organisation</i>	<i>Name and contact</i>	<i>E.g. access, engagement</i>	<i>E.g. risks to objects, self, staff</i>	<i>E.g. online meetings, emails</i>
Governing Body				
Funder (if different from Governing Body)				
Emergency Services / Local Authorities				

Partner (if any)				
Team – Advisors, Contractors and Volunteers				
Space – Physical (Storage and Display)				
Space – Digital Platform Host and Domain Owner (if different from Physical)				
Donors				
Users				