Stakeholder Role Mapping - Template

Clear roles and responsibilities ensure smooth collaboration. Here's a sample map that will assist you in clearly defining and aligning the roles of each group involved in the collaborative process.

The primary goal of this map is to set clear expectations for each party and document their respective responsibilities throughout the timeline of the collaboration.

**How to use it:**

* Identify what each partner brings to the table.
* Establish mutual expectations.
* Document responsibilities and timelines in a partnership agreement.

| **Stakeholder** | **Role** | | | |
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| **Phase 1** | **Phase 2** | **Phase 3** | **Phase 4** |
| Partner Organization | Conference sponsorship and leadership of 2 sessions | Alignment on marketing materials for joint publication | Reviewing materials for publication | Marketing the final output |
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