# ***Instructions:*** *The Stakeholder Interviews are a key part of the project assessment process. Discuss with each stakeholder their understanding of the project and where it falls within the organization's priorities, their expectations, their understanding of roles and responsibilities, and any project issues.*

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| **Project Summary** | |
| **Project Name** |  |
| **Project Purpose** |  |
| **Business Objectives** |  |
| **SUMMARY of Expectations** |  |
| **SUMMARY of Issues** |  |
| **SUMMARY of Comments** |  |
| **Stakeholder Interview** | |
| **Interview 1** | **Name:** |
| **Stakeholder Role: SPONSOR** |
| **Project Expectations**: |
| **Project Issues**: |
| **Comments:** |
| **Interview 2** | **Name:** |
| **Stakeholder Role:** |
| **Project Expectations**: |
| **Project Issues**: |
| **Comments:** |
| **Interview 3** | **Name:** |
| **Stakeholder Role:** |
| **Project Expectations**: |
| **Project Issues**: |
| **Comments:** |
| **Interview 4** | **Name:** |
| **Stakeholder Role:** |
| **Project Expectations**: |
| **Project Issues**: |
| **Comments:** |
| **Interview 5** | **Name:** |
| **Stakeholder Role:** |
| **Project Expectations**: |
| **Project Issues**: |
| **Comments:** |
| **Interview 6** | **Name:** |
| **Stakeholder Role:** |
| **Project Expectations**: |
| **Project Issues**: |
| **Comments:** |