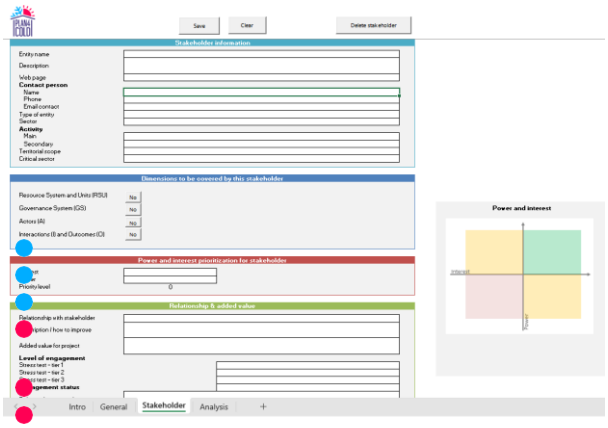
Stakeholders' Mapping Tool



SOURCE

[Stakeholder mapping tool.xlsm]

DEVELOPER

ENA – Energy and Environment Agency of Arrábida based on methodologies developed under URBACT and HUB-IN projects.

TYPE OF RESOURCES

Excel macro-enabled workbook (.xlsm) for stakeholders' analysis and management

AVAILABLE FOR FREE/LICENSE

Entirely free

USER FRIENDLINESS

User-friendly

TUTORIALS AVAILABLE

How-to-use indications are included in the excel file.

SHORT DESCRIPTION

A structured tool to identify, profile, prioritise and monitor stakeholders participating in the codesign of a planning process. It follows a 3-step funnel approach: Ecosystem Map → Power/Interest Matrix → detailed tracking.

PHASE OF THE H&C PLAN

Prepare the ground: Engagement of local communities and stakeholders

OUTPUT OF THE TOOL

A managed database of stakeholders with an overview dashboard (General tab) and an Analysis tab showing breakdowns by entity type, sector, activity, territorial scope, engagement level, and dimensions covered.

REQUIRED INPUT

For each stakeholder: name, description, contact details, entity type, sector, activity, territorial scope, power/interest scores, relationship status, engagement level, obstacles, opportunities, and useful expertise/assets.

MAIN ADVANTAGES

- Centralises the identification, prioritisation and monitoring of stakeholders in a single and flexible tool — adaptable to different cities, countries, and project contexts
- Structured forms with predefined categories ensure data consistency

MAIN DISADVANTAGES

- Requires macros enabled, limiting accessibility and raising security concerns for some users