
Change Management Tool Kit

ARMI Worksheet

KEY STAKEHOLDERS	PROJECT PHASE				
	CONCEPT	INITIATION	PLANNING	EXECUTION	CLOSE

Tool: **ARMI Worksheet** - A tool that helps the team identify stakeholders and their involvement in the different phases of the project.

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Uses: A simple tool to begin to clarify stakeholder involvement in the project. After stakeholders are identified, their type of involvement is classified with the following.

A - Approval of team decisions outside their charter/authorities, I.e., sponsor, business leader.

R - Resource to the team, one whose expertise, skills, “clout” may be needed on an ad-hoc basis.

M - Member of team, with the authorities and boundaries of the charter.

I - Interested party, one who will need to be kept informed on direction, findings, if later support is to be forthcoming.

Timing: This tool can be used at an early meeting of the team.

How To

Tips: A simple tool to begin to clarify stakeholder involvement in the project. After stakeholders are identified, their type of involvement is determined.

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Steps:

1. List, on the left-hand side of the page, all the individuals or groups who are Key Stakeholders whose commitment is essential for the project success.

2. Use the following codes to define their potential role in the project:

A -- Approval of team decisions outside their charter authorities, i.e., sponsor, business leader.

R -- Resource to the team, one whose expertise, skills, “clout” may be needed on an ad hoc basis.

M -- Member of team, with the authorities and boundaries of the charter.

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