Communication Needs Template

| **Stakeholder** | **Role** | **Role in Requirements Processes** (“Why” does this individual need to know about requirements?) | **Communications Needs** (“What” information does this individual need to know about requirements?) | **Proposed Communication Methods** (“How” can I best communicate requirements to this individual?) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Extracted from BA111: Core Competencies for the Business Analyst*