**Stakeholder Management Strategy**

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**APC Smart Syllabus System**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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# Introduction

A Stakeholder Management Strategy is needed for APC's Smart Syllabus System since it ensures effective engagement, communication, and alignment with all parties involved. By identifying key stakeholders, understanding their interests, concerns, and expectations, and developing goal-driven communication and engagement plans, the strategy encourages collaboration and buy-in throughout the project lifecycle. This approach helps to anticipate and to address potential challenges, mitigate risks, and maximize opportunities for success. The main point of this strategy is to establish clear channels of communication, to build trust, and to cultivate positive relationships with stakeholders, promoting shared ownership of the project's goals and outcomes. A robust Stakeholder Management Strategy enhances transparency, accountability, and stakeholder satisfaction, facilitating smoother project implementation and ensuring that the project delivers value to all stakeholders involved.

# Identify Stakeholders

AlgoRhythm has conducted a group conceptualization session to identify the stakeholders in Asia Pacific College through research, analysis, and interview. The session focused on the internal stakeholders of Asia Pacific College. The following may be included as APC’s Smart Syllabus System’s stakeholders: Department Heads, Students, Faculty, Support Staff, and any other internal stakeholders that may be affected by the APC Smart Syllabus System. These questions will be used by AlgoRhythm to determine if individual is included as part of the stakeholders:

1. Who will be directly impacted by the project's outcomes?
2. Who are the primary users or beneficiaries of the syllabus system?
3. Who are the individuals or groups responsible for curriculum development and management within the school?
4. Who are the technical experts or IT professionals who will be involved in implementing and supporting the project?
5. Are there any administrative staff or personnel responsible for managing academic resources, facilities, or scheduling who may be impacted by the project?

# Key Stakeholders

During the stakeholder identifying process of AlgoRhythm, the team engaged with the Department Heads of the School of Computing and Information Technologies to gather insights into their interests for the project and on others who may also be considered as stakeholders. After identifying the key stakeholders for the project, AlgoRhythm developed a stakeholder management plan to engage and to communicate with the stakeholders throughout the project life cycle. This helped AlgoRhythm to monitor the needs and the priorities of the project for continuous improvement of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | POSITION | INTERNAL or EXTERNAL | PROJECT ROLE |
| Jojo F. Castillo | * Executive Director, Technical Services * Director, Administrative Support Services | INTERNAL | Project Sponsor |
| Roselle Wednesday L. Gardon | * Director, Computer Science | INTERNAL | Internal User of the System |
| Rhea-Luz R. Valbuena | * Executive Director, School of Computing and Information Technologies * Director, Entertainment and Multimedia Computing * Director, Information Technology | INTERNAL | Internal User of the System |
| APC SoCIT Faculty | * Professors and Support Staff of Asia Pacific College | INTERNAL | Internal User of the System |
| APC Students | * Students at Asia Pacific College | INTERNAL | Internal User of the System |

# Stakeholder Analysis

After identifying all stakeholders in APC’s Smart Syllabus System, the project team will proceed to categorize and analyze each stakeholder. The purpose of this analysis is to assess the stakeholders’ level of power or influence, plan an appropriate management approach for each stakeholder, and determine the levels of communication and participation they will have in the project. Stakeholders will be categorized based on their organization or department. Subsequently, the project team will create an influence matrix to visualize the potential impact of each stakeholder on the project. Additionally, a stakeholder analysis matrix will be completed, outlining concerns, level of involvement, and management strategies for each stakeholder. The resulting information will be used to establish stakeholders and their corresponding influence levels for the power/interest chart in the stakeholder analysis.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department / Company** | **Position** | **Advisers** | **Objectives, Requirements, Interests** | **Influence** | **Project Contribution** | **Resistance** |
| SOCIT | Executive Director | Executive Director | increase productivity, increase efficiency in exchange, review, and approve syllabi with teachers | Medium | provides information and support | concerned about budget and schedule |
| SOCIT | Program Head | Program Head | increase productivity, increase efficiency in exchange, review, and approve syllabi with teachers | Medium | provides information and support | concerned about budget |
| SOCIT | Teachers | Teachers | increase productivity, increase efficiency in generating the contents of the syllabi | High | provides information, approves deliverables | concerned about disruptions during project |
| Students | Students | Students | Easier to view the syllabi | Low | supports work | concerned about process changes |

The stakeholder analysis matrix serves as a tool to document stakeholder concerns, their degree of involvement, and the management strategy. It draws insights from the stakeholder analysis and power/interest matrix mentioned earlier. Throughout the project’s lifecycle, the stakeholder analysis matrix will be periodically reviewed and updated to incorporate any emerging concerns or adjustments in stakeholder management strategies.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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