**Stakeholder Engagement Plan:**

|  |  |
| --- | --- |
| **Keep Satisfied** | **Manage Closely** |
| * Project Manager | * Owner |
| **Monitor** | **Keep informed** |
| * Developers * Customers | * Sponsor * Media Team |

**Stakeholder Communication Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Message/ Purpose** | **Responsibility** | **Audience** | **Medium** | **Content** | **Frequency/ Timing** |
| Project Status | Project Manager | Owners | Meeting | Plan and Develop the Project Idea, Monitor, Solve Issues, | Weekly |
| Project Status | Project Manager | Customers | Meeting | Progress, Issues, Risks, Demo and Asking questions. | Weekly |
| Development Plan | Team Leader | Developers | Meeting | ,Analysis, design, implement ,testing, Issues, Risks | Bi-Weekly |
| Marketing | Team Leader | Media Team | Email | Demo and new ideas (Ads, posters) | Weekly |
| Financing | Project Manager | Sponsor | Meeting | Budget allocation and expenses. | Monthly |