**Project name: Healthfirst Care initiative**

**Stakeholder Matrix**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder Name/Group | Role/  Responsibility | Influence Level (High/Low) | Interest Level (High/Low) | Key Requirements | Engagement Strategy | Frequency of Interaction | Communication Method |
| **Patients** | **Service Recipients** | **Low** | **High** | **Real-time appointment notifications, reduced wait times** | **Newsletters, dashboards, surveys** | **Monthly** | **Newsletters, dashboards, surveys** |
| **Doctors/**  **Nurses** | **Delivers the Service** | **High** | **High** | **Efficient scheduling, real-time resource availability** | **Regular meetings, detailed reports** | **Weekly** | **Meetings, progress reports** |
| **Administrative Staff** | **Manage the Operations** | **High** | **High** | **Reliable scheduling systems, optimized patient flow** | **Regular meetings, detailed reports** | **Weekly** | **Meetings, progress reports** |
| **IT teams** | **System Management** | **High** | **Low** | **System upgrades, technical integration** | **Periodic updates** | **Bi-Weekly** | **Email** |
| **Hospital leadership** | **Strategic**  **Oversight** | **High** | **Low** | **Compliance, reporting, cost-efficiency** | **Periodic updates** | **Bi-Weekly** | **Email** |

**Stakeholder Profiles Document**

***This appendix provides a detailed profile of all stakeholders identified for the HealthFirst Care initiative.***

|  |  |  |
| --- | --- | --- |
| Stakeholder Name/Group | Role/  Responsibility | Key Requirements |
| **Patients** | **Service Recipients** | **Real-time appointment notifications, reduced wait times** |
| **Doctors/**  **Nurses** | **Delivers the Service** | **Efficient scheduling, real-time resource availability** |
| **Administrative Staff** | **Manage the Operations** | **Reliable scheduling systems, optimized patient flow** |
| **IT teams** | **System Management** | **System upgrades, technical integration** |
| **Hospital leadership** | **Strategic**  **Oversight** | **Compliance, reporting, cost-efficiency** |

**Stakeholder Matrix**

***This appendix presents the Stakeholder Matrix mapping stakeholders by their influence and interest in the project.***

|  |  |  |
| --- | --- | --- |
| **Stakeholder Name/Group** | **Influence Level (High/Low)** | **Interest Level (High/Low)** |
| **Patients** | **Low** | **High** |
| **Doctors/ Nurses** | **High** | **High** |
| **Administrative Staff** | **High** | **High** |
| **IT teams** | **High** | **Low** |
| **Hospital leadership** | **High** | **Low** |