**Stakeholder Review & Approval Package**

**Title:** *Comprehensive Stakeholder Engagement and Decision Documentation*

**A. Package Components**

| **Deliverable** | **Purpose** | **Format** |
| --- | --- | --- |
| **Executive Summary Presentation** | High-level project overview, objectives, benefits | PowerPoint deck with visuals |
| **Detailed Technical Reports** | In-depth documentation of algorithms, architecture, risks | PDF / Word documents |
| **Decision Matrices** | Criteria-based evaluation of alternatives | Excel spreadsheets |
| **Risk Assessment & Mitigation Logs** | Document identified risks and plans | Risk Register spreadsheets |
| **Feedback Logs** | Record stakeholder inputs, concerns, and resolutions | Meeting minutes, annotated docs |
| **Approval Forms** | Formal sign-off from sponsors and key stakeholders | Signed PDFs or digital signatures |

**B. Review Process**

1. **Distribution:** Share all documents at least 1 week prior to review meeting.
2. **Presentation:** Walkthrough key points, focusing on benefits, costs, risks, and timelines.
3. **Discussion:** Capture questions, concerns, and suggested changes.
4. **Decision Matrix Evaluation:** Prioritize options based on weighted criteria (cost, risk, benefit).
5. **Approval:** Formal sign-off with action items documented for next phase.

**C. Stakeholder Mapping for Review**

| **Stakeholder** | **Role** | **Engagement Level** | **Communication Channel** |
| --- | --- | --- | --- |
| CTO / CIO | Project Sponsor | High | Executive meetings |
| Network Operations Manager | Implementation Oversight | High | Workshops, detailed reports |
| Regulatory Affairs | Compliance Review | Medium | Formal written reports |
| Finance Department | Budget Approval | High | Financial presentations |
| Vendor Partners | Technical input | Medium | Technical sessions |
| Customer Service | Impact assessment | Low | Summarized reports |