**Stakeholder Management Strategy**

**Shrine of the Five Wounds: A web-based Church Request Management System**

**ASIA PACIFIC COLLEGE**

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**Makati City, 1232**

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# Introduction

Stakeholder is a fundamental part of the development and eventual implementation of the web-based church request management system for the Shrine of Five Wounds of our Lord Jesus Christ. As the project progress, it is crucial for the team to keep a constant communication with all stakeholders, which includes parish secretary, priest, church’s clients. Their thoughts and experience with the current system will serve as the basis for the team to identify requirements, address their pain points, and ensure that the system being developed effectively meets the need of the stakeholders. A stakeholder management plan will ensure stakeholders’ engagement, fostering collaboration and support for the success of the project.

The paper contains key information regarding the project’s stakeholders, including their objectives, requirements, and interests concerning the system being developed. It also determines the stakeholders’ level of influence, resistance, and involvement of the project. By implementing the management plan, the team maintains stakeholders’ engagement and ensures that project aligns with their specific needs. Moreover, the paper gives context on how the final system and its features will be developed.

# Identify Stakeholders

Identifying stakeholders helps ensure that all individuals or groups affected by the project, potential users of the church request management system, or any parties with an interest in the project are documented and accounted. To identify key and minor stakeholders:

* + - * 1. **Face-to-face meeting with The Shrine of Five Wounds of our Jesus Christ.** As the system is centered around the request management of the church, the team will arrange an in-person meeting to identify potential users within church premises and main contact person for ongoing communication and coordination. This meeting will help the team to have a deeper understanding of the church needs within their current system and produce workable solutions.
        2. **Weekly meetings with project adviser:** The team will hold weekly meetings with their project adviser, who is affiliated with the church, to discuss project progress, gather insights, ensure alignment of planned objectives, and identify potential stakeholders. In situations where the team cannot communicate with the church contact person, the project adviser will serve as a valuable intermediary, providing relevant information and facilitating communication between the team and the church stakeholders.

# Key Stakeholders

The Shrine of the Five Wounds of Our Lord Jesus Christ's plan to develop a web-based church management system involves key stakeholders whose involvement is vital for its success:

The Shrine of the Five Wounds of Our Lord Jesus Christ's plan to develop a web-based church management system involves key stakeholders whose involvement is vital for its success. Ms. Princess Malatag, the Parish Secretary, plays a significant role as the primary user of the system, and her input is crucial for understanding current issues and desired functionalities. Father Abel Maglines, the Head Priest, holds significant authority over the parish's operations and is essential in decision-making regarding implementation. Other priests and staff members' cooperation is necessary for successful deployment and usage, as their schedules and workflows will be integrated into the system. The project adviser provides valuable insights and expertise, helping to mitigate risks and enhance overall success. Through collaboration with these stakeholders, the project aims to ensure the successful development and implementation of the web-based church management system, meeting the needs of the Shrine of the Five Wounds of Our Lord Jesus Christ.

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| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Internal/External** | **Project Role** | **Contact Info** |
| Ms. Princess Malatag | Church Secretary | Internal | Primary User / Administrator | fivewoundsshrine@yahoo.com |
| Father Jerson Avenido | Head Priest | Internal | Decision-maker | fivewoundsshrine@yahoo.com |
| Mr. Alvin Limpin | Adviser | Internal | Consultant | alvinl@apc.edu.ph |
| Parishioners | Church Clients | External | Client Team |  |

# Stakeholder Analysis

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Department / Company** | **Position** | **Adviser** | **Objectives, Requirements, Interests** | **Influence** | **Project Contribution** | **Resistance** |
| Ms. Princess Malatag | Shrine of the Five Wounds: A web-based Church Request Management | Secretary | Parish Admin | Objective: Ensure efficient daily operations and improved communication within the parish community. Requirements: User-friendly interface for scheduling services and managing inquiries. Interests: Streamlined workflow and enhanced organization. | HIGH | Provides context to their current request system | SUPPORTIVE |
| Fr. Jerson Avenido | Shrine of the Five Wounds: A web-based Church Request Management | Church Admin | Church Rector | Objective: Ensure efficient daily operations and improved communication within the parish community. Requirements: User-friendly interface for scheduling services and managing inquiries. Interests: Streamlined workflow and enhanced organization. | HIGH | Provides context to their current request system | LEADING |
| Mr. Alvin Limpin | ASIA PACIFIC COLLEGE | Project Adviser | Program Director | Objectives:  Provides guidance and advice regarding the development and implementation of the system.  Requirements: The team to give timely updates on the development of the system and other document deliverables. | MEDIUM | Provides valuable insights and comment regarding the team’s deliverable and system development | SUPPORTIVE |
| Bon Gryan Daggao | ASIA PACIFIC COLLEGE | Project Manager & Full Stack Developer | Alvin Limpin | Objectives: Ensure effective management to his members and the project while contributing as the full stack developer.  Requirements: The team’s weekly deliverables and updates in regards to documents and development of the system | MEDIUM | Project Documents Front-end, Back-end | SUPPORTIVE |
| Reiner Gena | ASIA PACIFIC COLLEGE | Scrum Master & Documentation Specialist | Project Manager | Objectives: Facilitate and ensure implementation of Agile methodology and ensure quality of document deliverables.  Requirements: The team’s on time attendance on every Sprint Meeting and document deliverables. | LOW | Project Documents and Front-end | SUPPORTIVE |
| Jarvis Carpo | ASIA PACIFIC COLLEGE | Stakeholder Coordinator & Front-end Developer | Project Manager | Objectives:  coordinating with client and project adviser, ensuring effective communication between the team and stakeholders while also  leading the frontend development.  Requirements: The input of project adviser and key stakeholders to project being developed. Timely updates of the development of the system’s UI. | LOW | Project Documents and Front-end | SUPPORTIVE |
| Kimberly Ann Altea | ASIA PACIFIC COLLEGE | Product Designer & Front-end Developer | Project Manager | Objective:  designing the User Interface of the system  Requirements: Timely updates of the development of the system’s UI. | LOW | Project Documents and Front-end | SUPPORTIVE |
| Vince Edward Tan | ASIA PACIFIC COLLEGE | Documentation Assistant & Back-end Developer | Project Manager | Objective:  coordinating the documentation process with the Documentation Specialist while doing the back-end part of the system  Requirement: Timely updates of the back-end development of the system. | LOW | Project Documents and Back-end | SUPPORTIVE |
| Carlo Dominic Santos | ASIA PACIFIC COLLEGE | Back-end Developer | Project Manager | Objective: Develop the back-end component of the system and implement planned functionalities.  Requirement: Timely updates of the back-end development of the system. | LOW | Project Documents and Back-end | SUPPORTIVE |

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| --- | --- | --- | --- |
| Name | Power/Interest | Current Engagement | Potential Management Strategy |
| Ms. Princess Malatag | High/Medium | Neutral | As the parish secretary, her days are filled with handling client requests and inquiries, along with managing the overall operations of the church office. Given her hectic schedule, reaching her through online methods such as email or phone calls often proves challenging. |
| Fr. Jerson Avelino | High/Low | Low | Given his demanding role as the church admin, it is often challenging for the team to reach him and obtain his insights regarding the system's development. To work around this, the team coordinates with Sir Alvin and Ms. Princess, who serve as intermediaries and relay crucial information between the church admin and the development team. |
| Sir Alvin Limpin | High/High | Supportive | As the project adviser, Sir Alvin has been continually supportive of the team, consistently providing comments and suggestions on the team’s deliverables. The team holds a weekly meeting with him every Thursday afternoon to discuss the project's progress and gather his insights. |
| Parishoners | Medium/ Low | Low | The team has not tried contacting parishioners who frequently submit requests or inquiries at the church. Our development approach has been based on feedback from our adviser and panelists about how clients would prefer their experience with the system. |

**Sponsor Acceptance**

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Description automatically generatedApproved by the Project Sponsor:

Date: June 26, 2024

Princess Malatag

Church Secretary