**Identify Stakeholders**

Identifying all stakeholders early in the project is essential for the success of the "Barangay Santa Monica: Clinic Online Appointment and Walk-in Checkup Management System." Stakeholders include anyone who is involved in or affected by the project, whether directly or indirectly. Failing to identify a stakeholder can lead to delays and obstacles later in the project, so careful attention is needed in this step.

**How Stakeholders Will Be Identified:**

1. **Team Brainstorming:**
   * The project team will hold discussions to create a list of everyone who might be involved or affected. This includes thinking about all users of the system, such as patients and clinic staff, as well as people who manage or support the clinic’s operations.
2. **Stakeholder Mapping:**
   * We will create a simple map or diagram to show the different stakeholders and how they are connected to the project. This helps us see who has the most influence or interest in the project.
3. **Interviews and Surveys:**
   * Key people, like clinic staff, healthcare providers, and patients, will be interviewed or surveyed to gather their input. This will help us ensure that we don’t miss any important stakeholder groups.
4. **Review of Documents:**
   * Existing clinic records, project reports, or similar documents will be checked to identify additional stakeholders, especially those who have been involved in similar projects before.
5. **Using Frameworks:**
   * The project team will use simple tools like RACI (Responsible, Accountable, Consulted, Informed) to define who will play what role in the project. This ensures we don’t miss anyone who needs to be involved.

**Who Are the Stakeholders?**

Stakeholders include:

* **System Users:** Patients, clinic staff, and healthcare providers who will use the system for appointments and walk-in checkups.
* **Managers and Administrators:** People in charge of managing the system, such as clinic administrators and IT support staff.
* **Decision Makers:** Clinic managers or department heads who provide input on the system's requirements.
* **External Influencers:** Local government units, health departments, or external vendors that may interact with the system or be impacted by it.

To make sure no one is left out, we will regularly update the stakeholder list throughout the project. This will ensure we’re prepared and aware of everyone’s needs and involvement as the project moves forward.