Campus Cruise

Version 1.0

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 10/23/2016 | 1.0 |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table of Contents

Table of Contents

1. Purpose
2. Stakeholders
3. Stakeholder Management Strategies
4. Control Stakeholder Engagement

1. Purpose

The purpose of this stake holder management is to identify the stakeholders and to describe the measures to be taken to involve the stakeholder to the fullest.

2. Stakeholders

## 2.1 Stakeholder Register

| **Full name** | **Position** | **Role in the project** | **Contact**  **information** | **Requirements** | **Expectations** | **Influence**  **level** | **Power**  **level** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dr. Michael Oudshoorn | Northwest Missouri State university | Owner | [oudshoorn@nwmissouri.edu](mailto:oudshoorn@nwmissouri.edu) | 1. Project Management plan 2. Communication | All milestones to be perfect and on time | High | Supporter |

## Power/Interest Grid

|  |  |  |  |
| --- | --- | --- | --- |
| **Power** | **High** | Keep satisfied | Manage closely |
| **Low** | Monitor | Keep informed |
|  | **Low** | **high** |
|  | **Influence** | | |

1. Stakeholder Management Strategies

## Manage closely

## The only stake holder to be managed closely is Dr. Oudshoorn who is the client for this project.

The strategies to follow are

1. Keep him in all the status emails.
2. Keep him up to date on where the documents are and who is managing them.
3. Add him to all the repositories.
4. Meet him frequently (Once per week) to gather more lucid picture of the requirements.
5. Get feedback from him for every milestone
6. Submit the milestones before deadline.
7. Keep him informed on any delays in submissions well before hand and get his approval.

## Keep Satisfied

The client can be kept satisfied by following strategies

1. Attend meetings on time
2. Provide precise and useful information on the status
3. Frequent meetings
4. Quality management in all documents.

## Keep informed

To keep the client informed

1. Involve him in all communications like weekly and monthly submission and milestones
2. Send him updates on statuses

## Monitor

The following strategies are to be followed to monitor the change in the stakeholder’s stance on the project

1. Change in the reviews of the project
2. Change in requirements frequently
3. By monitoring his stance towards the team, i.e if he changes from supporter stance to opposition stance.
4. All these can be obtained through the satisfactory feedback interviews held for every milestone.
5. Control Stakeholder Engagement

## Change requests:

When stakeholder wants to add some additional scope to the project they need to follow the change management procedures mentioned in the change management document. i.e by submitting a change request which will be reviewed by the panel of change management team who there by approve or reject the change based on the project agreements.

## Meetings

## Meetings will be held with Dr. Oudshoorn whenever necessary to discuss scope with the project team, and it also provides oppoerunity for the project team to discuss the progress of the project with the client.

## The format of the meetings can be any of standup meeting to a standard client meeting set up in a meeting room based on the needs and agenda

## Once the meeting is finished the project team will capture the minutes and document them for future reference. These documents will be held in the repository which will be accessible to all parties.