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| **STAKEHOLDER ENGAGEMENT PLAN** | | |
| **Project Name** | Personalized Academic Planner [PAP]. | |
| **Name** | **About the Stakeholder** | **How to Engage the Stakeholder** |
| Dr. Yogesh Sharma | Our project sponsor, Dr. Yogesh Sharma, makes sure that the project is in line with our business goals and objectives and that we are meeting the weekly project targets through weekly assessments. | **Pay close attention**: Regularly provide stakeholder with feedback from each step and take notes from stakeholder feedback to apply to areas needing further improvements.  **Meet requirements:** Regular meetings should be held to ensure that the project team is on track with their tasks. Provide clear and concise instructions and ensure they have the resources needed to complete their tasks.  **Provide information:** Keep stakeholder up to date on project activities. Regular reports and interviews are needed to ensure that the stakeholder is aware of any changes made on the project. |
| Tolani Oke-Steve | University of regina student  Full stack developer for this project | **Monitor:** We need to make sure that the tasks assigned to this individual are completed |
| Bilal Alissa | University of regina student  Full stack developer for this project | **Monitor:** We need to make sure that the tasks assigned to this individual are completed |
| Target customer (Students etc.) | Students who need an effective planner to schedule their activities and course work effectively | **Meet Requirements:** This product is meant to suit their needs so close attention must be paid to meet their requirements. |
| General Public | People who might use finished product for planning other activities. | **Meet Requirements:** These stakeholders would have the ability to use our product so it will be important to provide information about its usage to them. |