STAKEHOLDER MANAGEMENT PLAN

Walksign

### 

09/26/2021

# pURPOSE

The stakeholder management plan is used for: planning the engagement of stakeholders, developing strategies to reduce or eliminate resistance and creating strategies to increase support and buy-in. Because planning for stakeholder management generates activities, this plan becomes an input to other subsidiary plans.

# STAKEHOLDER REGISTER

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder Name | Title and Project Role | Contact Information | Notes |
| David Chrisman | Project Sponsor | [David.chrisman@louisville.edu](mailto:David.chrisman@louisville.edu) |  |
| Robert Barker | Project Sponsor | [Robert.barker2@louisville.edu](mailto:Robert.barker2@louisville.edu) |  |
| Noah Anderson | Developer | Noah.anderson@louisville.edu |  |
| Ethan Grimes | Developer | [Ethan.grimes@louisville.edu](mailto:Ethan.grimes@louisville.edu) |  |
| Joey Guenther | Developer | [Joey.guenther@louisville.edu](mailto:Joey.guenther@louisville.edu) |  |
| Audrey Sholotin | Project Supervisor | [Audrey.sholotin@louisville.edu](mailto:Audrey.sholotin@louisville.edu) |  |
| Dustin Hubrich | Project Manager | Dustin.hubrich@louisville.edu |  |
| Dylan Connelly | Database Admin | Dylan.connelly@louisville.edu |  |

# stakeholder Analysis

Provide analysis for each stakeholder identified above.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **David Chrisman** | External | Leading | 1 | 1 | 2 |

What does this stakeholder need?

Finished plans and fully operating system that meets requirements.

What expectations does this stakeholder have?

Fully developed system that satisfies all requirements.

What is needed from this stakeholder?

Requirements, guidelines, time requirements, and anything else the team needs to know.

What is the risk if this stakeholder is not engaged?

Lack of information about the system.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep informed.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly class session along with e-mails are the main methods of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important to this stakeholder, as they are providing all of the information, guidelines, and deadlines.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Robert Barker** | External | Neutral | 1 | 1 | 2 |

What does this stakeholder need?

Finished plans and fully operating system that meets requirements.

What expectations does this stakeholder have?

Fully developed system that satisfies all requirements.

What is needed from this stakeholder?

Requirements, guidelines, and anything else the team needs to know.

What is the risk if this stakeholder is not engaged?

Lack of information about the system.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep satisfied.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

E-mail will be the main method of communication. This will be on a as needed basis.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The important time for this stakeholder is when the system is completed and being presented to them.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Noah Anderson** | Internal | Supportive | 2 | 2 | 4 |

What does this stakeholder need?

Finished plans and fully operating system that meets requirements.

What expectations does this stakeholder have?

Fully developed plans to use to create the system.

What is needed from this stakeholder?

Developing the system.

What is the risk if this stakeholder is not engaged?

Lack of a developed system.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep informed.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly meetings during the normal class time, any other meetings that are necessary. Teams messaging is a second method of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important for this stakeholder. They will need to be fully engaged with the development of the project.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Ethan Grimes** | Internal | Supportive | 2 | 2 | 4 |

What does this stakeholder need?

Finished plans and fully operating system that meets requirements.

What expectations does this stakeholder have?

Fully developed plans to use to create the system.

What is needed from this stakeholder?

Developing the system.

What is the risk if this stakeholder is not engaged?

Lack of a developed system.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep informed.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly meetings during the normal class time, any other meetings that are necessary. Teams messaging is a second method of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important for this stakeholder. They will need to be fully engaged with the development of the project.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Joey Guenther** | Internal | Supportive | 2 | 2 | 4 |

What does this stakeholder need?

Finished plans and fully operating system that meets requirements.

What expectations does this stakeholder have?

Fully developed plans to use to create the system.

What is needed from this stakeholder?

Developing the system.

What is the risk if this stakeholder is not engaged?

Lack of a developed system.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep informed.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly meetings during the normal class time, any other meetings that are necessary. Teams messaging is a second method of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important for this stakeholder. They will need to be fully engaged with the development of the project.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Audrey Sholiton** | Internal | Leading | 1 | 2 | 3 |

What does this stakeholder need?

Information from the team on how the system will be created, requirements, etc.

What expectations does this stakeholder have?

Entire team to keep up with their respective tasks.

What is needed from this stakeholder?

Keeping the project on track in order to not miss any deadlines.

What is the risk if this stakeholder is not engaged?

Lack of a developed system and/or completed and accurate plans.

Should we monitor, keep informed, keep satisfied or manage closely?

Manage closely.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly meetings during the normal class time, any other meetings that are necessary. Teams messaging is a second method of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important for this stakeholder. They will need to be fully engaged with the development of the project.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Dustin Hubrich** | Internal | Leading | 1 | 2 | 3 |

What does this stakeholder need?

Information from the team on how the system will be created, requirements, etc.

What expectations does this stakeholder have?

Entire team to keep up with their respective tasks and accurately complete tasks in a timely manner.

What is needed from this stakeholder?

Keeping the project on track in order to not miss any deadlines and ensuring the tasks were completed accurately.

What is the risk if this stakeholder is not engaged?

Lack of a developed system and/or completed and accurate plans.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep informed.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly meetings during the normal class time, any other meetings that are necessary. Teams messaging is a second method of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important for this stakeholder. They will need to be fully engaged with the development of the project.

### Stakeholder Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Internal or  External  Stakeholder | Unaware, Resistant, Neutral, Supportive or Leading? | Level of influence (1-5 with 5 being the lowest) | Ability to impact resources (1-5 with 5 being the lowest) | Total Score |
| **Dylan Connelly** | Internal | Supporting | 1 | 2 | 3 |

What does this stakeholder need?

Information from the team on how the system will be created, requirements, etc. Database information and requirements to correctly set the system up.

What expectations does this stakeholder have?

Database plans will be completed and moved to them for implementation.

What is needed from this stakeholder?

A completed database that satisfies all requirements.

What is the risk if this stakeholder is not engaged?

Lack of a database that is implemented correctly.

Should we monitor, keep informed, keep satisfied or manage closely?

Keep informed.

Describe the communication strategy. Include the methods and frequency. (Include in the communications management plan.)

Weekly meetings during the normal class time, any other meetings that are necessary. Teams messaging is a second method of communication.

What are the most important times/phases for engaging this stakeholder and how should this stakeholder be engaged?

The entire length of the project is important for this stakeholder. They will need to be fully engaged with the development of the project.

# **Plan Approval**

Date: 09/26/2021

By initialing each page and signing below, I Noah Anderson, in my capacity as

Developer, approve this stakeholder management plan.

*Walksign*

By: Noah Anderson   
 Signature

Noah Anderson, Developer   
 Printed Name and Title

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