|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAKEHOLDER REGISTER** | | | | |
| **Project Name** | **SUSTAINABLE URBAN TRANSPORT INITIATIVE IN WATERLOO, KITCHENER, AND CAMBRIDGE FOCUSING ON GRAND RIVER TRANSIT.** | | | |
| **Name** | **Project Role** | **Level of Power** | **Level of Interest** | **Level of Support** |
| **External**   1. Jane Doe 2. Alex Denis 3. John Scott 4. Henry Hart 5. Commuters   **Internal**   1. Dave Barrett 2. Ali Mohammed 3. Ayo Alabi 4. Bill Gate 5. Ashwin Kaur   **Project Team Member**   1. Oluwaponmile Fapohunda 2. Nneoma Chinyere Ukariaku 3. Vijetha Shetty 4. Gayathree Gunasekaran 5. Tochi Madubueze | Mayor of Waterloo  Head of sales & marketing at NFI Group  Representative of the City council (7 ward Councilor)  Executive Director- Sustainable Waterloo Region  End-Users of the project’s outcomes  Director of Transport  GRT Regional Chair  Head of Finance  Service Planning  Head of Human Resource  Project Manager  Project Coordinator  Research and Data Analyst  Finance Manager  SDG Integration Specialist | High  Low  Low  High  Low  High  High  High  Low  High  High  High  Low  High  Low | High  High  High  Low  High  High  Low  Low  High  Low  High  High  High  High  High | Supportive  Supportive  Supportive  Neutral  Supportive  Supportive  Neutral  Unsupportive  Supportive  Unsupportive  Supportive  Supportive  Supportive  Supportive  Supportive |

|  |  |  |
| --- | --- | --- |
| **STAKEHOLDER ENGAGEMENT PLAN** | | |
| **Project Name** | **SUSTAINABLE URBAN TRANSPORT INITIATIVE IN WATERLOO, KITCHENER, AND CAMBRIDGE FOCUSING ON GRAND RIVER TRANSIT.** | |
| **Name** | **About the Stakeholder** | **How to engage the Stakeholder** |
| **External Stakeholders**   1. Jane Doe 2. Alex Denis 3. John Scott 4. Henry Hart 5. Commuters   **Internal Stakeholders**   1. Dave Barrett 2. Ali Mohammed 3. Ayo Alabi 4. Bill Gate 5. Ashwin Kaur   **Project Team Member**   1. Oluwaponmile Fapohunda 2. Nneoma Chinyere Ukariaku 3. Vijetha Shetty 4. Gayathree Gunasekaran 5. Tochi Madubueze | Mayor of Waterloo, she is very professional, requires updates on project progress and prioritize work quality.  Head of sales & marketing at NFI Group. He has a keen interest in the successful marketing and promotion of projects. He values effective communication and strategies to highlight the project’s benefits.  Representative of the City council (7 ward Councilor). He is highly engaged and expects to be regularly updated on project developments. He is supportive and sensitive to concerns and demands transparency in project communication.  Executive Director- Sustainable Waterloo Region. Henry Hart is highly knowledgeable in sustainability and environmental matters. He provides valuable insights on environmental considerations. He values sustainable initiatives and may be willing to collaborate on projects that align with his organization’s goals.  End-Users of the project’s outcomes. They expect reliability and efficiency in transportation services. They even value affordability, convenience and a sustainable approach to urban transport.  Barrett, the Director of Transport, is a seasoned professional with a solid background in the transportation sector, boasting significant managerial experience. His communication style leans towards a preference for brevity and directness, often favoring concise and to-the-point information. However, it's essential to note that Barrett may occasionally have a longer response time.  Ali, the GRT Regional Chair, he holds significant authority. He has a high level of power and engaging him may require demonstrating how the project aligns with the overall goals and priorities of the region and emphasizing the positive impacts it can bring to the larger community.  Ayo, the Head of Finance, he is an expert in finance and holds a high-ranking position as the head of finance. He has significant power and engaging with him may involve addressing financial concerns, demonstrating cost-effectiveness, and showcasing how the project contributes to the organization’s financial goals.  Bill Gate, Service Planning, he holds a position relates to project planning and execution. He has high level of interest and is supportive of the project and engaging with him can involve tapping into his expertise to improve service planning and efficiency.  Ashwin, the Head of Human Resource, he as a high position and effective engagement may require addressing Hr-related concerns and demonstrating how the project aligns with the organization’s human resource strategies.  Project Manager  Project Coordinator  Research and Data Analyst  Finance Manager  SDG Integration Specialist | * Regular one-on-one meetings to discuss project updates. * Provide detailed project reports to address her interest in the project's success. * Have a face-to-face meeting on the project procurement plan. * Provide detailed update on project’s benefits. * Through a ZOOM meeting, seek input and feedback on project decisions. * Address any concerns promptly and provide reassurance of project benefits to his ward. * Share sustainability reports and environmental impact assessments. * Collaborate on environmental initiatives that align with project goals. * Conduct surveys to gather feedback on project aspects that impact them. * Provide clear and accessible information about project changes and benefits. * Use InetSoft software as the communication medium for Barrett, he likes a status report that he can go over in five to 10 minutes. * Seeking Expert Input: Involve Barrett in decision-making and seek his expert input on transportation matters. * Clear Communication: Provide concise information on the project's regional impact. * Addressing Concerns: Proactively address any questions or concerns that Ali Mohammed may have. * Detailed Information: Provide Ayo Alabi with comprehensive financial analysis and budget. * Send a monthly report of project expenses to him. * Acknowledge Bill Gate's expertise and involve him in areas where he can contribute. * Involve him in the planning process and send him a report of decisions that impact his department. * Engage in discussions to address concerns, demonstrate the project's value, and attempt to change their perspectives. * Show how the initiative can positively impact employees.   The success of the project is important to her.  Easily Influenced. High performing.  Working in her terms.  Prioritize work quality.  Goal Oriented. |