

STAKEHOLDER ENGAGEMENT PLAN		
Project Name	WorkFlow	
Name	About the Stakeholder	How to Engage the Stakeholder
Yogesh Sharma	<p>Role: Project sponsor</p> <p>Interest and Concerns: Project goals and success Project cost control</p> <p>Level of influence: Low power and high interest</p>	<p>Meet Requirements: the stakeholder has given us a list of requirements our product must meet. We will discuss how our product will meet these requirements with the stakeholder and ensure that our solutions are acceptable. To effectively engage with the stakeholder, we will meet with him multiple times over the course of the project. We will take his feedback into consideration and apply it to our project, in order to meet his requirements.</p> <p>Communication Method: Meeting</p> <p>Frequency: Weekly</p> <p>Input Documents: Weekly project Document</p> <ul style="list-style-type: none"> - Issue Log - Project Status Report - Change Request - Meeting Agenda - Meeting Minutes <p>One time project document:</p> <ul style="list-style-type: none"> - Business Case - Cost Estimate - Lesson rLearned Report - Project Requirement - Project Scope Statement - Milestone-based Schedule - Project Report

