Stake holder Analysis

1. Purpose

The purpose of this stakeholder analysis is to identify all individuals and groups who have an interest in or are affected by the HR Data Analysis project. Understanding their roles, expectations, and influence helps ensure effective communication, smooth progress, and alignment with organizational goals.

Stakeholder	Role / Responsibility	Interest in Project	Level of Influence	Communication Strategy
Project Team (Sara, Ahmed Osama, Ahmed Emad, Alaa, Ahmed Tarek)	Responsible for data cleaning, modeling, analysis, visualization, and reporting.	High — want to ensure successful completion, accuracy, and teamwork.	High	Daily collaboration via Notion & weekly progress check-ins.
HR Manager	End user of the analytical dashboard and insights.	High — expects clear, actionable findings to improve HR decisions (recruitment, retention).	High	Weekly update meetings and final presentation of results.
Project Supervisor / Instructor	Oversees project quality, timeline, and deliverables.	High — expects adherence to scope, deadlines, and reporting standards.	High	Bi-weekly progress reports and milestone reviews.
Data Team / IT Department	Provides data sources, manages data access and integrity.	Medium — ensures dataset reliability and security.	Medium	Coordinate data sharing and handle data-related issues early.

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Employees (Data Subjects)	Indirect participants whose data is analyzed.	Medium — concerned about privacy, fairness, and transparency.	Low	Data is anonymized and results presented ethically.
Organization Management	Uses project outcomes for strategic HR planning.	High — wants business insights that improve performance and retention.	High	Final executive summary and dashboard demo session.

Communication Type	Audience	Frequency	Medium
Daily task updates	Project Team	Daily	Notion / Teams chat
Progress review	Supervisor	Bi-weekly	Meeting or report
HR feedback & requirements	HR Manager	Weekly	Email / meeting
Final project delivery	Management & HR	End of project	Presentation & report