

STAKEHOLDER MANAGEMENT PLAN		
Project Name	ToolShare	
Name	About the Stakeholder	Plan
Students	Primary users of the platform, consisting of university students from various departments who need access to shared equipment for projects and coursework.	Plan to engage by initiating contact through university channels (e.g., emails, forums) to gather initial feedback and conduct early demos. Schedule first interactions by mid-October to assess needs. Communicate bi-weekly with ad-hoc feedback requests once started.
Staff/Faculty	Admin and equipment providers, including university staff and faculty who manage departmental tools.	Collaborate closely for requirements gathering and approvals, addressing concerns on equipment control. Communicate via meetings, emails, and progress reports on a bi-weekly basis during development.
Tim Maciag	Project supervisor overseeing the capstone project.	Regular consultations for guidance and milestone approvals. Communicate via one-on-one meetings, vlogs, and reports on a weekly scrum basis with as-needed Q&A.
Jay Patel	Developer and project manager, leading the team.	Continuous Communication
Isaac Kydd	Developer focusing on backend and integrations.	Continuous Communication