Stakeholder Register

Stakeholder Name	Role	Team / Function	Interest	Influence	Communication Preference & Frequency
Dr. Olivia Martinez	Project Sponsor	Executive Leadership	High	High	Monthly steering meetings; quarterly status reports via email.
James Chen	Product Owner	Scholarship Programs	High	High	Weekly check-ins; backlog reviews; email for decisions.
Priya Singh	Delivery Lead / PM	IT / Project Management	High	High	Daily stand-ups; weekly status reports; MS Teams/Slack & email.
Khush Domadiya	Business Analyst (You)	Digital Transformation / PMO	High	Medium	Daily project communication; workshop sessions as needed.
Dev Team (2 FTEs)	Application Developers	IT Engineering	Medium	Medium	Daily stand-ups; sprint planning & reviews; ticketing tool.
IT/Security Rep	Security & Compliance	IT / InfoSec	Medium	High	Design reviews; security sign-off meetings; email for actions.
Scholarship Reviewers	End Users – Reviewers	Program Volunteers / Staff	High	Low–Med	Training sessions pre-launch; UAT invites; release comms email.
Operations / Support	Post-Go-Live Support Team	Operations / Helpdesk	Medium	Medium	Handover meeting; knowledge base docs; weekly sync during hypercare.
Student Applicants	External End Users	Beneficiaries	High	Low	Website announcements; FAQs; automated email notifications.

RACI Matrix (Key Activities)

Key Activities:

- Requirements
- Testing & UAT
- Release / Go-Live
- Reporting & Insights

R = Responsible | A = Accountable | C = Consulted | I = Informed

Activity	Sponsor (Olivia)	Product Owner (James)	Delivery Lead (Priya)	BA (Khush)	Dev Team	IT/Security	Reviewers	Ops/Support
Requirements	I	A	C	R	C	C	C	I
Testing & UAT	I	A	C	R	R	C	C (UAT)	C
Release / Go-Live	A	C	R	C	R	C	I	R (post-go-live support)
Reporting & Insights	I	A	C	R	C	I	C	C