* **Stakeholder Engagement & Communication Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder | Unaware | Resistant | Neutral | Supportive | Leading |
| Sponsor |  |  |  | **C D** |  |
| Customer |  |  | **C** | **D** |  |
| Investors |  |  |  | **C D** |  |
| Employees (Team) |  |  |  | **C D** |  |
| Supplier | **C** |  |  | **D** |  |
| Government |  |  | **C** | **D** |  |
| Google |  |  |  |  |  |
| Stores, Hotels and restaurants | **C** |  | **D** |  |  |

**C = Current**

**D = Desired**

* **The customer can be pushed to supportive through deliver a good product for them, easy application to use.**
* **Suppliers and stores supposed to know about the project output and result.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Message / Purpose | Responsibility | Audience | Medium | Contents | Frequency / Timing |
| Project Status | **PM** | **Customers, Sponsors, investors** | **Face-to-Face Meeting** | **Requirements, Scope, Risks** | **First Meeting** |
| Team Status | **Team** | **PM, sponsors** | **Online Meeting** | **Issues, risks** | **Weekly** |
| Audit | **QA** | **PM, Team, Sponsor** | **Face-to-Face Meeting** | **Compliance** | **Monthly** |
| Project Review | **PM** | **Team** | **Online Meeting** | **Milestone** | **Monthly** |
| Project Report | **PM** | **Sponsors, investors** | **Email** | **Issues, risks** | **Weekly** |