|  |  |  |
| --- | --- | --- |
| **STAKEHOLDER MANAGEMENT PLAN** | | |
| **Project Name** | **4 Seasons Textile Ecommerce Business** | |
| **Name** | **About the Stakeholder** | **Plan** |
| E = External Stakeholder I = Internal Stakeholder | [Background and characteristics of the stakeholder.] | [Details the approach to be taken to build an effective relationship with the stakeholder.] |
| **John Matthews (I)** | **Project Sponsor**  This project sponsor is responsible for the project's overall performance, funding, assigning the project manager and team, determining success criteria, and assuring the project's successful completion. Every importance decision or change cannot be made without concerning the sponsor. | **(High Power, High Interest) Pay close attention**   * The stakeholder is highly interested and the main sponsor. Project status will be updated regularly. * Involving in all the informational meeting. * Keep the stakeholder updated regarding the budget information and immediately alert him if there is any indication that the budget will be exceeded. |
| **Allu Arjun (E)**  (Optional) | **Bank Manager at Scotia**  Mr. Arjun works at the Queensway branch, Scotia bank. He is responsible for approval required loan amount for the project. | **(High Power, Low Interest) Meeting the requirements.**   * As this stakeholder has high power, his influence will be important, and communication should be persuasive enough to convince him. * He will be updated with important milestones timelines and key changes of the project. * He will be involved in initial meetings. |
| **Vidhya Varshini Nagaraj (I)** | **Financial Advisor**  The financial advisor will oversee cash flow, monetary reporting, and sales and expenses initiatives. Assisting departments in growing and handling forecasts and budgets for project tasks. | **(Low Power, High Interest) Provide Information**   * Will be informed and updated with project progress information. * Will be involved in budget-related meetings. * She will be informed/alerted when there is a change request flows in the project |

|  |  |  |
| --- | --- | --- |
|  |  | scope and timeline.   * Will be involved in key decision-making process |
| **Karan (I)** | **Procurement Manager**  Project Procurement Manager is responsible for organizing and negotiating with suppliers for low- cost, high-quality goods required during of the production process. Project Procurement Managers design solutions for completing projects within budget and time constraints. | **(Low Power, High Interest) Provide Information**   * Will be informed about the scope changes. * He will be given control to take decisions for procuring goods. * He will be involved in procurement related meetings and given related to procurement budget. |
| **Kavitha Vanguri (I)** | **Risk Manager**  The risk manager will identify, assess, avoid, or reduce project risks that may influence the targeted objectives. They are in charge of ensuring that the risk management approach is followed throughout the length of a project. | **(High Power, High Interest) Pay close attention**   * Involve in meetings from the beginning and give control to identify all risk and initiate action to mitigate them. * Keep update to all the team members to discuss on the risks. * Involve in meetings with executive stakeholders to evaluate solution on risk escalations. * The risk manager is required to modify risk contingency plans and risk response strategies. |
| **Manjot Kaur Bal (I)** | **Communication Manager**  Communication manager ensures that messages are issued, received, and understood to the greatest extent feasible relevant to the project success. | **(Low Power, High Interest) Provide Information**   * Given responsibility to coordinate team throughout the project. * Given control to conduct the brainstorming sessions to encourage project team and find solutions. * In-charge of internal and external communications for the project. * Responsible for getting feedback from external stakeholders. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Sathish Chandra Pichika(E)** | **Project Manager**  A project manager is in charge of designing, directing, carrying out, monitoring, and inspecting the project. | **(High Power, High Interest) Pay close attention**   * He will be involved in all the meetings throughout the project. * He will be updated with the changes made in the project scope. * Will consider his suggestions regarding the development of the project as per the scope change. |
| **Abhishek Sharma (E)** | **Ethics and Privacy**  Abhishek Sharma will oversee the project prospects and alignment with the policies and norms to get clearance from the government. | **(High Power, Low Interest) Pay close attention**   * Will look whether the project requirements are satisfying the norms set by the government. * Will be involved in initial meetings and phase of the project with executive stakeholders. |
| **Nitish Kumar (I)** | **Human Resource Manager**  The resource manager will assist the project manager with human resource planning and staffing. He assesses a company's capacity to meet project staffing needs, assign individuals to projects, and acquire new workers. They may also be in charge of payroll and employee training. | **(Low Power, High Interest) Provide Information**   * He evaluates the ability to satisfy project staffing requirements, allocate persons to tasks, and hire new employees. * He will be involved in the formal meetings and provide feedback on the performance of the team. * Will be provided with the information on the human resources budget and keep him updated on the project status. |

|  |  |  |
| --- | --- | --- |
|  |  | * He should be involved in resource constraints. |
| **Vikram Victor (I)** | **Quality Manager**  The quality manager is responsible for supervising the production process to make sure that all the products meet the standards. He will be responsible for developing and implementing quality control tests and inspecting and writing reports documenting any issues. | **(Low Power, High Interest) Provide Information**   * He will be involved in continuous improvement workshops. * He will be contacted to provide quality improving feedbacks for optimum project performance. |
| **Vishwakarma Kapoor (I)** | **Design Engineer**  Design engineer will be responsible for studying and developing ideas for new projects and the system which is used to make them. They will also be modifying the existing processes to increase efficiency or improve performance. | **(Low Power, High Interest) Provide Information**   * He will be contacted when any design changes are required. * He should be provided with relevant documents access. |
| **Bob Chiarelli (I)** | **Architect**  Architect will be planning and designing and facilitate the execution of newer development designs, and also facilitate the execution of the project architecture or changes according to the project needs, desires and financial resource. | **(Low Power, High Interest) Provide Information**   * He will be facilitated with the relevant resources and the planning documents. * He will be contacted on-site audits. |
| **David Miller (I)** | **Business Analyst**  Business analyst will be responsible for creating a detailed analysis which is outlining the problems, opportunities and solutions for a business. They will also define the business requirements and report them back to the stakeholders. | **(High Power, High Interest) Pay close attention**   * He will be consulted for the solution to a problem which arise during the execution of the project. * He should be given access to all the planning documents and previous project reports. * He should be involved in all key decision- making meetings. |

|  |  |  |
| --- | --- | --- |
| **Michael Brown (E)** | **Vendor (Supplier)**  Vendors or suppliers will be providing products and services for helping the business to run. They will also be executing the project's requirements and fulfilling the stakeholders' expectations. | **(High Power, High Interest) Pay close attention**   * He will be involved in procurement related meetings. * He will be contacted when executing procurement deliverables as per the contract. * External procurement reports will be shared with him for the update. |
| **Tiago Smith (E)** | **Competitors**  Competitors will be providing similar products and services and will be trying to attract the same customers. They will have similar business goals that bring up the competition in the market. | **(Low Power, Low Interest) Monitoring is required**   * Need to monitor his relations with external sources and rivals. * Need to monitor his technology advancements and new initiatives in the same business. |