

STAKEHOLDER REGISTER – GRACE OTINWA DOCUMENTARY & WEBSITE PROJECT

Stakeholder Name	Role / Position	Responsibility	Interest / Influence	Engagement Strategy	Communication Frequency	Preferred Communication Method
Professor Grace Otinwa	Project Sponsor	Approves content, direction, and final deliverables	High interest, High influence	Regular updates, approval checkpoints	Weekly	Email / Meetings / Reviews
Patricia Chukwu	Project Manager	Overall project planning, coordination, monitoring, risk management	High influence, High interest	Daily coordination, updates, decision-making	Daily	WhatsApp / Email / Meetings
Olabode	Video Editor	Editing video content, implementing script, integrating media	Medium influence, High interest	Task-specific instructions, progress review	2–3 times weekly	Email / Calls / Clickup
Adeolu	Video Editor	Editing video content, graphics, sound, and final cut	Medium influence, High interest	Task-specific instructions, progress review	2–3 times weekly	Email / Calls / clickup
Florence	Web Developer	Develops and maintains website, integrates content & media	Medium influence, High interest	Progress updates, feedback sessions	Weekly	Email / Meetings

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Elijah	UI/UX Designer/ Web developer	Designs website interface and user experience	Medium influence, Medium interest	Design reviews, mockup approval	Weekly	Email / Meetings
Bolu	Content Curator	Collects, edits, formats biography, publications, media, quotes	Medium influence, High interest	Content review, upload schedules	Twice weekly	Email / WhatsApp
Research / Project Team	Research / Data Contributors	Provide factual information, archival content, research references	Medium influence, Medium interest	Meetings for content validation, review	Bi-weekly	Email / Meetings
Family Members of Prof. Otinwa	Interviewees & Media Contributors	Provide interviews, stories, and family insights	High interest, Low influence	Schedule interviews, ensure comfort & participation	As needed	Phone / Email / In-person
Church Leaders	Interviewees & Testimonies	Provide spiritual and community insights	Medium interest, Low influence	Schedule interviews, provide guidance	As needed	Phone / Email / Meetings
Students / Mentees	Interviewees / Testimonial Providers	Share experiences and impact stories	Medium interest,	Schedule recordings, brief on content	As needed	WhatsApp / Email

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			Low influence			
QA & Testing Team	QA for Website & Documentary	Test website functionality, usability, and final video output	Low influence, High interest	Provide bug reports and feedback	During testing phases	Email / Project Tool
Sponsors / Funding Contributors	Funding Oversight	Review budget utilization, approve expenditures	High influence, Low interest	Financial reporting	Monthly	Email / Meetings
Technical Support Team	IT & Media Infrastructure	Provide technical support for editing, hosting, and website issues	Medium influence, Medium interest	Ensure uptime, server support	As needed	Email / Calls
Legal / Copyright Advisor(Bola)	Compliance	Ensure all content, media, and website meet copyright and privacy standards	Medium influence, Medium interest	Review contracts and media usage	As needed	Email / M