**Stakeholder Register**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | **Role** | **Department** |  | **Responsibility** |  | **Contact Info** |  | **Influence/Interest** |
| CEO |  | Sponsor/Champion | Leadership |  | Strategic oversight, final sign-off |  | ceo@evolutionco.com |  | High/High |
| Alex |  | Project Manager | Delivery |  | Assign and track projects |  | alex@evolutionco.com |  | High/High |
| Satyam |  | Business Analyst | Operations |  | Requirement gathering, documentation |  | Satyamp352@gmail.com |  | Medium/High |
| Jordan |  | Tech Lead | IT |  | System design and development |  | jordan@evolutionco.com |  | High/Medium |
| Sales Rep |  | End User | Sales |  | Provide lead/proposal requirements |  | sales@evolutionco.com |  | Medium/High |
| PM Rep |  | End User | Project Management |  | Provide task tracking requirements |  | pm@evolutionco.com |  | Medium/High |
| Finance Rep |  | End User | Finance |  | Provide invoicing requirements |  | finance@evolutionco.com |  | Medium/High |
| UI/UX Rep |  | Designer | IT |  | Design wireframes and UI |  | uiux@evolutionco.com |  | Medium/Medium |

**RACI Matrix – EvolutionCo Digital Project Management & Client CRM System**

**R (Responsible):** Person who does the work, **A (Accountable):** Final decision-maker or approver, **C (Consulted):** Provides input or expertise, **I (Informed):** Kept up to date on progress/results.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity / Deliverable** | |  | | --- | | **CEO (Sponsor)** |  |  | | --- | |  | | |  | | --- | | **Alex (Project Manager)** |  |  | | --- | |  | | |  | | --- | | **Satyam (Business Analyst)** |  |  | | --- | |  | | |  | | --- | | **Jordan (Tech Lead)** |  |  | | --- | |  | | |  | | --- | | **UI/UX Rep (Designer)** |  |  | | --- | |  | | |  | | --- | | **Sales Rep (End User)** |  |  | | --- | |  | | |  | | --- | | **PM Rep (End User)** |  |  | | --- | |  | | | **Finance Rep (End User)** | | --- |  |  | | --- | |  | |
| Project Kickoff & Approval | A | R | C | I | I | I | I | I |
| Requirement Gathering (BRD, FRD) | I | A | R | C | C | C | C | C |
| Process Mapping (BPMN, Workflows) | I | C | R | C | C | C | C | C |
| UI/UX Wireframes Design | I | C | C | C | R | I | I | I |
| System Design & Development | I | A | C | R | C | I | I | I |
| Integration (CRM + Project Module) | I | A | C | R | C | I | I | I |
| UAT Planning & Execution | I | A | R | C | C | C | C | C |
| Bug Fixing & Refinement | I | A | C | R | C | I | I | I |
| Final Sign-off & Go-Live | A | R | C | C | I | I | I | I |
| Post-Implementation Feedback | A | R | C | I | I | R | R | R |