

Stakeholder Analysis Matrix

Name of Project **Reduce Food Waste in Cafeterias**

	Stakeholder (name, position, group)	Organization	Stakeholder Category	P/I Grid Designation and Why	Key Stakeholder Requirements
	<i>If this is a real person (e.g., GBC President), write the actual name. See other notes below.</i>		<i>Is the stakeholder a Client, Senior Management, Project Sponsor, Subject</i>	<i>Explain your rationale for the Power/Interest designation for each stakeholder.</i>	<i>Provide at least 2 requirements per stakeholder.</i>
1	Christopher Moody, Project Manager, Sustainability Task Force	GBC	Project Manager	C	Plan, manage and execute business plan. Receive Project status reports related to scope, schedule, cost and quality
2	Diego Vidaurre, Marketing Analyst, Strategy & Innovation	GBC	Project Team	C	Clear understanding of the scope. Budget and time requirements for marketing strategies.
3	Divyanshu Gupta, Business Analyst, Process and Documentation	GBC	Project Team	C	Receive project schedule, business process documents and approvals. Cooperation in conducting requirement elicitation session.
4	Oleksandra Zaiats, Project Coordinator, Sustainability Task Force	GBC	Project Team	C	Provide detailed updates to project managers or other stakeholders. Provide team members with supplies and resources to complete their assigned tasks on time and within their budget limits.
5	Sertina Augustine, Research Analyst, Sustainability Task Force	GBC	Project Team	C	Research containing consumer trends Research Report with outcomes and benefits
6	Lorraine Trotter, Dean, Centre for Hospitality & Culinary Arts	GBC	Subject Matter Expert	C	Provide recycling estimates and optimise inventory control. Identify food waste areas at different level of supply chain.
7	Jacob O’Connor, Senior Vice President, Charity Engagement and Growth	CanadaHelps.Org	End User	D	Receive product on time . Have good product scalability.
8	Jet Nuesca, Director of Supply Chain & Mfg. Operations	Lean Path Spark	Subject Matter Expert	C	Receive project status reports. Assist to help to reduce food wastage using Lean Path Spark technology.
9	Dr. Gervan Fearon, GBC President	GBC	Client	A	Project Delivery on scope and budget .
10	Tom Daffern, GBC Student	GBC Student	End User	D	Don't be negatively impacted by the project deliverables. Have the end good provide value.

Communication Plan

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	Stakeholder	What Information Do They Need	Frequency	Medium
1	Christopher Moody, Project Manager, Sustainability Task Force	Approved Change orders	Daily/Weekly	Written Status Report/ Weekly Meeting/ Email/ Cell Phone/ Ad hoc meetings as necessary
2	Diego Vidaurre, Marketing Analyst, Strategy & Innovation	Scope, Quality, schedule and budget information	Daily/Weekly	Written Status Report/ Weekly Meeting/ Email/ Cell Phone/ Ad hoc meetings as necessary
3	Divyanshu Gupta, Business Analyst, Process and Documentation	Scope, Quality, schedule and budget information	Daily/Weekly	Written Status Report/ Weekly Meeting/ Email/ Cell Phone/ Ad hoc meetings as necessary
4	Oleksandra Zaiats, Project Coordinator, Sustainability Task Force	Scope, Quality, schedule and budget information	Daily/Weekly	Written Status Report/ Weekly Meeting/ Email/ Cell Phone/ Ad hoc meetings as necessary
5	Sertina Augustine, Research Analyst, Sustainability Task Force	Scope, Quality, schedule and budget information	Daily/Weekly	Written Status Report/ Weekly Meeting/ Email/ Cell Phone/ Ad hoc meetings as necessary
6	Lorraine Trotter, Dean, Centre for Hospitality &	Food wastage & Inventory data	Weekly	Documents required by subject matter experts,
7	Jacob O'Connor, Senior Vice President, Charity Engagement and Growth	Final Product	Bi-Weekly	Bi-Weekly Meeting/ Email
8	Jet Nuesca, Director of Supply Chain & Mfg. Operations	Useful Waste Statistics report	Weekly	Documents required by subject matter experts, Weekly Meeting/ Email/Ad hoc meetings as necessary
9	Dr. Gervan Fearon, GBC President	Cost, Schedule, and quality status reports	Weekly	Written Status Report/ Weekly Meeting/Ad hoc meetings as necessary
10	Tom Daffern, GBC Student	Final Product	Daily/Weekly	Survey/ interview/ Focus groups