

Stakeholder Register

Document Control

Document Name	Version	Date	Author	Role	Status
Stakeholder Register	1.0	April 30, 2025	Sonal Khobragade	Business Analyst	Approved
Stakeholder Register	0.2	April 29, 2025	Sonal Khobragade	Business Analyst	Review
Stakeholder Register	0.1	April 28, 2025	Sonal Khobragade	Business Analyst	Draft

Introduction

This Stakeholder Register identifies all individuals, groups, and organizations that may affect or be affected by the Financial Management System (FMS) project. It documents their interests, influence, and engagement strategies to ensure effective stakeholder management throughout the project lifecycle.

Stakeholder Identification

ID	Name	Role/Position	Department	Contact Information
S01	Michael Johnson	CFO, Project Sponsor	Finance	michael.johnson@example.com
S02	Sarah Williams	Finance Director	Finance	sarah.williams@example.com

S03	David Chen	CIO	IT	david.chen@example.com
S04	Jennifer Lopez	Project Manager	PMO	jennifer.lopez@example.com
S05	Sonal Khobragade	Business Analyst	PMO	sonal.khobragade@example.com
S06	Robert Kim	Solution Architect	IT	robert.kim@example.com
S07	Emily Rodriguez	Finance Manager	Finance	emily.rodriguez@example.com
S08	James Wilson	Department Manager	Operations	james.wilson@example.com
S09	Lisa Thompson	Compliance Officer	Legal	lisa.thompson@example.com
S10	Finance Team	End Users	Finance	finance.team@example.com
S11	Department Managers	End Users	Various	dept.managers@example.com
S12	IT Support Team	System Support	IT	it.support@example.com

Stakeholder Analysis

ID	Interest Level	Influence Level	Key Interests/Concerns	Impact on Project
S01	High	High	ROI, budget control, financial performance	Project funding, executive support
S02	High	High	Financial process improvement, reporting capabilities	Requirements definition, acceptance criteria

S03	Medium	High	System integration, IT resources, security	Technical infrastructure, resource allocation
S04	High	High	Project success, timeline, resource management	Project execution, stakeholder management
S05	High	Medium	Requirements quality, user needs, documentation	Requirements gathering, analysis, documentation
S06	Medium	Medium	System architecture, technical feasibility	Technical design, solution approach
S07	High	Medium	Financial process efficiency, reporting accuracy	Process requirements, user acceptance
S08	Medium	Low	Budget visibility, expense management	Department-specific requirements
S09	Medium	Medium	Regulatory compliance, audit trails	Compliance requirements, approval
S10	High	Low	Usability, efficiency, training	User adoption, feedback
S11	Medium	Low	Budget management, expense approval	User adoption, feedback
S12	Low	Low	System maintenance, support requirements	Ongoing support, maintenance

Stakeholder Engagement Strategy

ID	Current Engagement	Desired Engagement	Engagement Approach	Communication Frequency
S01	Supportive	Leading	Executive briefings, steering committee meetings	Bi-weekly
S02	Supportive	Leading	One-on-one meetings, requirements workshops	Weekly

S03	Neutral	Supportive	Technical briefings, resource planning meetings	Bi-weekly
S04	Leading	Leading	Project status meetings, daily standups	Daily
S05	Leading	Leading	Requirements workshops, user interviews	Daily
S06	Supportive	Leading	Design sessions, technical reviews	Weekly
S07	Supportive	Leading	Process workshops, requirements validation	Weekly
S08	Neutral	Supportive	Department meetings, demos	Monthly
S09	Neutral	Supportive	Compliance reviews, audit requirement sessions	Monthly
S10	Neutral	Supportive	User testing, training sessions, demos	Bi-weekly
S11	Unaware	Supportive	Department presentations, newsletters	Monthly
S12	Unaware	Supportive	Support planning meetings, training	Quarterly

Stakeholder Power/Interest Grid

The following grid maps stakeholders based on their power (influence) and interest in the project:

Keep Satisfied S03 (CIO)	Manage Closely S01 (CFO, Project Sponsor) S02 (Finance Director) S04 (Project Manager) S05 (Business Analyst)
Monitor S08 (Department Manager) S11 (Department Managers) S12 (IT Support Team)	Keep Informed S06 (Solution Architect) S07 (Finance Manager) S09 (Compliance Officer) S10 (Finance Team)