

# Stakeholder Register

## Document Control

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Stakeholder Register	February 3, 2025	Sonal Khobragade	Business Analyst	Approved

## Introduction

This Stakeholder Register identifies and classifies all individuals and groups who have an interest in or influence over the Root-Cause Analysis & Process Optimization project. Understanding stakeholder needs, expectations, and influence levels is critical to project success. This document will be updated throughout the project lifecycle as new stakeholders are identified or as engagement strategies evolve.

## Stakeholder Analysis Matrix

ID	Name	Role/ Department	Contact Information	Influence (H/M/L)	Interest (H/M/L)	K Ex
S01	Rajesh Kumar	VP of Operations	rajesh.kumar@financesys.com	High	High	C op et
S02	Anjali Singh	Project Manager	anjali.singh@financesys.com	High	High	Ti ac re al m
S03	Priya Desai		priya.desai@financesys.com	High	High	Fe p

		Product Owner				bu us
S04	Arjun Mehta	Warehouse Manager	arjun.mehta@financesys.com	High	Medium	St pr pr in m d
S05	Neha Sharma	Customer Service Manager	neha.sharma@financesys.com	Medium	High	C sa co re vi
S06	Rahul Verma	IT Director	rahul.verma@financesys.com	High	Medium	Sy in te fe re ab
S07	Deepak Patel	Finance Director	deepak.patel@financesys.com	Medium	Medium	B a b R
S08	Ananya Reddy	Logistics Team Lead	ananya.reddy@financesys.com	Medium	High	St et ca in d
S09	Kiran Joshi	Inventory Manager	kiran.joshi@financesys.com	Medium	High	St re pr av
S10	Meera Kapoor		meera.kapoor@financesys.com	Low	Medium	

		HR Representative				Stakeholder
S11	Warehouse Staff	Various Roles	N/A	Low	High	Warehouse Staff
S12	Carrier Representatives	External Partners	N/A	Medium	Low	Carrier Representatives

## Stakeholder Influence/Interest Grid

[Placeholder for Stakeholder Influence/Interest Grid - Visual representation of stakeholders plotted on a 2x2 matrix]
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## Engagement Level Assessment

ID	Name	Current Engagement	Desired Engagement	Gap Closure Strategy
S01	Rajesh Kumar	Supportive	Leading	Regular executive briefings, highlight strategic benefits
S02	Anjali Singh	Leading	Leading	Maintain current engagement
S04	Arjun Mehta	Neutral	Supportive	One-on-one meetings, address concerns, highlight benefits

S06	Rahul Verma	Resistant	Supportive	Early involvement in technical decisions, resource planning
S11	Warehouse Staff	Unaware	Supportive	Communication plan, training sessions, feedback channels

**Engagement Levels:** Unaware, Resistant, Neutral, Supportive, Leading

## Communication Requirements

Stakeholder Group	Information Needs	Frequency	Method	Owner
Executive Sponsors	Project status, KPI progress, risks, resource needs	Bi-weekly	Executive dashboard, steering committee	Anjali Singh
Department Managers	Process changes, implementation timeline, resource impacts	Weekly	Status meetings, email updates	Sonal Khobragade
Operational Staff	Process changes, training schedule, feedback channels	As needed	Team meetings, training sessions	Department Managers
IT Team	Technical requirements, integration points, testing needs	Weekly	Technical meetings, documentation	Anjali Singh
External Partners	Integration changes, timeline impacts	As needed	Formal meetings, documentation	Priya Desai