Stakeholders-[Project name]

# Delete all blue text before final submission.

# File name: Stakeholders-Project Name, Location: Phase 1 Box Folder

# Description:

Identify stakeholders (customer, users, person maintaining project, etc.): Many times your community partner may not be the direct user of the project you are designing, but it is intended for the clients that they serve. It is important to understand all of those people who might be involved in the project, and gain an in-depth understanding of those users. You will quantify those aspects in the specification phase, but you should start by identifying who the users and beneficiaries are and what you know about them in general. Who are other stakeholders in the design? For example, will other people at the organization be involved in the maintenance of the project? In addition, who is the primary contact for this project? What is their role in the organization? What is the best way and time of day to contact them?

# Instructions:

1. List Stakeholder Groups
2. Identify people within the groups
3. List Requirements for each stakeholder group
4. Make a profile of each stakeholder group
5. Write abstract for Stakeholder Document (this abstract will be modified with each new section)

# Abstract:

Write one sentence for each section:

1. Describe the purpose of the activity.
2. Describe what steps you took to perform the activity.
3. What were the results?
4. How will the results help the project?

# Stakeholders

* Who are other stakeholders in the design? For example, will other people at the organization be involved in the maintenance of the project?
* In addition, who is the primary contact for this project?
* What is their role in the organization?
* What is the best way and time of day to contact them?

# Stakeholder Requirements

## Define basic (high-level) stakeholder requirements (objectives or goals of projects and constraints):

* What are the high-level goals, objectives, constraints of the projects?
* Will the final product be a production quality version of the product, a report, process plan, or other?

## As with the needs assessment, the requirements should address the following questions:

* What need (or “problem”) of the organization is being addressed by your team?
* What product or processes is your project partner currently using, and what are the problems with current approach that is motivating this project?
* What is the main goal of the project? (What is the preferred state that the project is attempting to achieve?)
* How will addressing this need be important to your project partner?

# Stakeholder Profiles

Describe in more detail the various stakeholders that will be impacted by the project and how they will interact with the project.

* What are the expectations of the stakeholders?
* What actions your stakeholders are capable of performing, what their level of understanding will likely be, and in what capacity will they be interacting with the project?
* It is important to consider all of the stakeholders, including those who will be primary users, as well as those who will have to maintain it, service it, etc. What are the priorities of the different stakeholders?
  + For example, if you are designing an educational project for the classroom, the top priority for the students may be that it is fun, whereas it is likely that it is important to the teacher that it also helps to meet state standards

# Example:

# Abstract

The Needs Assessment helps the team identify what need our client/community partner organization has. We talked to Bruce Metcalf (Executive Director, Merced County Rescue Mission, and Jason West, HOPE Medical Respite Care Program Manager) to uncover how the team can help their organization. Based on our interviews, we can help the Hope Respite program move their paper case management files to a digital system. Doing this will help the MCRM better serve their clients, and account for the services they are providing.

Stakeholders

# Client(4-5 Grade Teachers)

* 4-5 Grade Teachers
  + Mrs. Dorothy Leland , Mr. James Brown
* Primary Contact: Mrs. Dorothy Leland
* Ms. Leland is the main teacher we will work with. All other teachers in that grade at the school will help test.
* Contact (209) 555-5555, email: [dlealand@ucmerced.edu](mailto:dlealand@ucmerced.edu)
  + Best contact: phone between 3-5 M-Th

## Requirements

* Must meet Next Gen Sci Standards
* Must keep all students engaged
* One 50 min period
* Teach osmosis subject
* Final product will be worksheet and activity
* Students work in small groups (2-3)
  + 30 students in class

## Profile

* Expects a polished worksheet
  + Easy to understand by students
* Able to perform general tasks as long as there are directions
* Will be giving instruction to students on “lab” (product)
* Interested in teaching osmosis next gen sci standard

Eric Clapton is a local 5th grade teacher. He can perform any task with instructions, and his top priority is for his students to learn the materials they need to pass their state exams. He is average height, weight.

# End Users (4-5 Grade Students)

* 4-5 Grade Students

## Requirements

* Must be fun, and engaging
* Allow for experimentation

## Profile

* Must be fun, and engaging
* Will be using the lab (product)
* Can perform tasks with good instructions
* Easily distracted
* ~4-5’ height
* Intelligent

Suzy is a local 10 year old 4th grader. She has typical interests and loves spending time with friends. Likes school, but is easily distracted by the other kids in her class. She is ~4’8” in height.

# Maintenance (4-5 Grade Teachers)

* 4-5 Grade Teachers
  + Mrs. Dorothy Leland, Mr. James Brown

## Requirements

* Easy to clean up
* Easy to store
* Easy to set up

## Profile

* Easy to clean up
* Easy to store
* Easy to set up

Eric Clapton is a local 5th grade teacher. He can perform any task with instructions. He wants the setup and teardown of the lab to go smoothly, and would prefer that the students could do it with limited instructions from him.

# Other

* Parents

## Requirements

* Does not require homework
  + All work must be done in class

## Profile

* Does not require homework
  + All work must be done in class

Mr. Charlie Bucket is a local parent. Wants his kids to receive a good education, but does not want to have many projects that his kids need to work on at home.