**Stakeholder Management Strategy**

**SurveiRams**

**Asia Pacific College**

**3 Humabon Place, Magallanes**

**Makati City, 1232 Metro Manila**

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# Introduction

This document stands as the guidelines on how the team will approach the stakeholders and their needs. Addressing their concerns and requirements is important, as they are the people affected by the outcome of this project. The list of the stakeholders and their information relative to the deliverables can be found here. In doing so, the team can manage them well and be one step closer to the success of SurveiRams.

# Identify Stakeholders

The Stakeholder Management Strategy aims to identify and engage all individuals or groups with a personal interest in the project and who will be impacted by its implementation or success. To achieve this, the project team will use a structured methodology that involves interviews, document review, and consultation meetings. The methodology includes identifying all potential stakeholders through a stakeholder analysis, prioritizing stakeholders based on their influence and impact on the project, which all aid in developing a stakeholder management plan. Ongoing communication with stakeholders is also essential to ensure that their needs and concerns are addressed and that the project stays on track.

# Key Stakeholders

The security personnel, Building Maintenance Office (BMO), and Information Technology Resource Office (ITRO) are key stakeholders in ensuring the safety and proper functioning of the building and its technology systems. Allowing employees to use SurveiRams as an automated ticketing system, employees can streamline communication and task assignment between these stakeholders to ensure efficient resolution of any security, maintenance, or technology-related issues within the building. Additionally, this enables the stakeholders to maintain and keep incident reports, streamline cross-functional processes, and increase the organization’s dependability, all of which contribute to the organization’s overall efficiency.

# Stakeholder Analysis

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Impact** | **Influence** | **What is important to the stakeholder?** | **How could the stakeholder contribute to the project?** | **Strategy on engaging the stakeholder** |
| Jojo Castillo | ITRO Head | High | High | Directly receive reports | Project Approval and use of the application | Set a meeting |
| Jose Manuel Garcia | Campus Architect | High | High | Directly Receive reports, upload their physical files to the system | Project Approval and use of the application | Set a meeting |
| Marr Bringas | BMO Head | High | High | Directly send reports | Use of the Application | Interview |
| Mervin Quilang | Head Guard | High | High | Directly send reports | Use of the application | Interview |
| Ian Christopher Onrubia | Project Manager | High | High | Project Team and System | Manage the project team | Set a meeting |
| Alexis Martin | Front-end Developer | Medium | High | Front-end System | Develop Front-end System | Set a meeting |
| Jan Karlo Boongaling | Documentation Specialist | High | High | Deliverables | Document the whole process of the system | Set a meeting |
| Yuan Serafico | Software Tester | Low | High | Completed System | Test the software | Set a meeting |
| Vladimir Perez | Back-end Developer | Medium | High | Back-end System | Develop Back-end of the system | Set a meeting |

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date: April 2023

Mr. Jojo F. Castillo

Executive Director, Technical Services

Mr. Jose Manuel V. Garcia

Campus Architect