Task 2: Stakeholders Engagement and Communication plan

Stakeholders Engagement Plan:

High

Developer Team

Testing Team

QA

Client

Offering Stores

Interest

High

Low

Power

Head Of the Department

Sponsor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholders | Unaware | Resistant | Neutral | Supportive | Leading |
| Developer Team |  |  |  |  | D |
| Client |  |  |  | C D |  |
| Sponsor |  |  | C | D |  |
| Head of The Department | C |  |  | D |  |
| Offering Stores | C |  |  | D |  |
| Testing Team |  |  |  | C D |  |
| QA |  |  |  | C D |  |

* The Sponsor didn’t have all the information about the project, and we plan to meet him and detailed him to make him move to the supportive section.
* The Head of the department is not aware about the project yet and we plan to meet him to inform and then will move him to the supportive section.
* The Offering Stores are not aware about the project yet and we plan to meet them to inform and then will move them to the supportive section.

Communication plan:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Message / Purpose | Responsibility | Audience | Medium | Contents | Frequency / Timing |
| Project Statues | PM | Clients – Sponsor – Offering Stores | Meeting | Demo – issues – Risk - ask | Bi - weekly |
| Developer Team Statues | PM | Developer Team | Meeting | issues – Risk - ask | Bi - weekly |
| Project Testing | Testing Team | PM, Developer Team | Meeting | issues – Risk | Weekly |
| Project Review | PM | Steering Committee | Meeting | issues – Risk - ask | Monthly |
| Audit | QA | PM, Developer Team | Meeting | issues – Risk | Monthly |
| Project Statues Report | PM | Clients – Sponsor – Offering Stores | Email | issues – Risk | Weekly |