# **Stakeholder Register**

## Project: Quality Improvement Plan

|  | Name of Stakeholder 1 | Name of Stakeholder 2 | Name of Stakeholder 3 | Name of Stakeholder 4 |
| --- | --- | --- | --- | --- |
| Name | Ramesh | Vignesh | Ram | Sam |
| Organization | ABS Limited | ABS Limited | ABS Limited | ABC Health |
| Role / Responsibility on project | Manager - Need to initiate required No. of Auditor | HR - Procurement done based on request | Network - Arranged system for new resources | Client - Will give software login for required resources |
| Internal/External | Internal | Internal | Internal | External |
| Contact Details | 986548 | 658475 | 693542 | 268547 |
| Manager’s Name | Santhosh | Sanjiv | Ajith | Matthew |
| Level of interest (1-10) | 3 | 10 | 10 | 10 |
| Level of Influence (1-10) | 10 | 10 | 8 | 10 |
| Personal Details  (Interest, Nature, Background) |  |  |  |  |
| Some other Detail. |  |  |  |  |
|  |  |  |  |  |
| Comments (How to manage) |  |  |  |  |

## **Stakeholder Needs Analysis & Engagement Plan**

| **Stakeholder Name** | **Expectations** | **Format** | **Due Date/Periodicity** | **Our Plan** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | *Examples*   * *Informal Meetings.* * *Awareness and Engagement Training.* * *Team Lunch/Dinner* * *Leadership Lunch/Diner* * *Name of the document. Also mention the source of information* | *Email, report, and presentation.*  *Also mention document format like word, excel.* |  |  | *Any other information or special consideration. Also – who will provide this information?* |
| **ABC** | **Quality improvement - 97%** | **Report - Excel** | **3 months** | **Find out the root causes for quality dip and improvement accuracy to do more audits** |  |
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## **Communication Management Plan**

| **Recipient of Information** | **Information Source** | **Information Format** | **Frequency** | **Existing System** |
| --- | --- | --- | --- | --- |
| The person of group for whom the information is intended | Where is the information generated or who can provide the required information | Presentation, Email, Word document, excel sheet. Should also contain the structure of information | How often – monthly, daily, weekly. Also mention when the communication has be stopped (when the need is over) | Any existing system to take care of the information need. The shortcomings of the existing system- including security and controls needed. |
| ABC | Team Leader by internal tool Quality report | Report format will be Excel share through email | Weekly upto 3 months | Above Team leader have access to get report |
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