### **Tasks**

Use the solution sheet to input your responses for each step of the process. Refer to any relevant information, resources, or guidelines to ensure accuracy.

Complete the following based on your chosen case study:

|  |  |
| --- | --- |
| **Step** | **Task** |
| 1 | The first step is to identify stakeholders. The following stakeholders are identified:   * Project manager - oversees the entire project and ensures that goals are met, resources are allocated, and timelines are adhered to. * Project team - Develop, design, and implement the website. * Ground staff - Provide on-site support to customers. * Project sponsor (Owner of the company) - Provides funding and resources for the project. * Marketing people - Develop marketing plans and strategies to promote the business to tourists and corporate clients. * Salespersons - Engage with potential customers to drive sales and ensure customer satisfaction by promoting products and services. * Individual customers - End users who will directly interact with the website for their needs. * Travel agencies - May provide insights into the local activities to the tourists. * Bike manufacturers - May provide input about product features and information on new bike models. * Local city government agencies - May provide local regulations and restrictions, if any, about biking within the city limits. * Google and other browsers - Provide a platform on which the website will be accessed and ensure browser compatibility. |

**Step 2**

Position all the people involved in the project on a map based on how much they can influence the project and how much they care about its results. The map has four areas:  Manage closely, keep satisfied, keep informed, and monitor.

|  |  |
| --- | --- |
| **Keep Satisfied (High influence, low interest)** | **Closely Manage (High influence, high interest** |
|  |  |
| **Monitor (Low interest, low influence)** | **Keep informed (High interest, low influence)** |
|  |  |