

## STAKEHOLDER ENGAGEMENT PLAN

<b>Project Name</b>	VisuSpeak	
<b>Name</b>	<b>About the Stakeholder</b>	<b>How to Engage the Stakeholder</b>
Team VisuSpeak	High Power, High Interest and Supportive. The team is responsible for implementing and completing the project.	The team will have weekly meetings to determine the next steps in completing the project deliverables. The team will also have scrums with the sponsor on ad-hoc basis to confirm that the project is adhering their expectations.
Dr. Tim Maciag	Low Power, High Interest and Supportive. Dr.Maciag is the capstone facilitator for this project. He will provide guidance and recommendations based on project deliverables for the duration of the project.	The team will have monthly scrums with Dr.Maciag. These scrums will include discussions about achieved milestones and future steps. Team VisuSpeak should pay close attention to the remarks made by Dr.Maciag in the scrums as they might be useful for the project's progress.
Dr. Kin-Choong Yow	Low Power, High Interest and Supportive. Dr.Yow is the mentor for this project. He will provide guidance and recommendations based on project deliverables for the duration of the project	The team will have weekly check-ins with Dr.Yow. These check-ins will include discussions about project progression, milestones achieved and future deliverable execution. Team VisuSpeak should pay close attention to the remarks made by Dr.Yow in the weekly check-ins as they might be useful for the project's progress.
Sponsor	High Power, Medium Interest and Supportive. The sponsor will provide us with use cases, requirements, brand guidelines and funding.	The team will have ad-hoc meetings with the sponsor to discuss project progress and required deliverables. Team VisuSpeak should pay close attention to the remarks made by the sponsor in the meetings as they might be useful for the project's progress.
User: English Speaker	Low Power, High Interest, Neutral. English speakers are part of our user base, and their requirements will be considered during the project planning and development phases.	The users will be briefed on what the application does and then will be monitored during testing to determine the usability and utility of the system and whether it meets their requirements. The application should ensure that the input the user is providing is being correctly translated to ASL.

User: ASL User	Low Power, High Interest, Neutral. ASL users are part of our user base, and their requirements will be considered during the project planning and development phases.	The users will be briefed on what the application does and then will be monitored during testing to determine the usability and utility of the system and whether it meets their requirements. The application should ensure that the input the ASL user is providing is being correctly translated to English.
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<b>Reviewed By</b>	Brooklyn Coulson
<b>Date</b>	October 20, 2023
<b>Comments</b>	<p>For Tim's, Dr. Yow's section:</p> <ul style="list-style-type: none"> <li>- change "He will provide guidance and recommendations but the decision-making power still remains with Team VisuSpeak" to "He will provide guidance and recommendations based on project deliverables for the duration of the project." I think we don't need to point out the lack of power since it is already implied when categorized as low.</li> </ul> <p>For Tim, Dr. Yow, and Sponsor section:</p> <ul style="list-style-type: none"> <li>- change "Pay close attention to the remarks made by Dr.Maciag/Dr. Yow/sponsor in the scrums/weekly check-ins/meetings as they might be useful for the project's progress." to "Remarks and suggestions made by Dr. Maciag/Dr. Yow, the sponsor within the scrums/weekly check-ins/meetings will be taken into consideration since they could prove valuable for the progression of our project."</li> </ul> <p>Dr. Yow's section:</p> <ul style="list-style-type: none"> <li>- change "project progress achieved and future deliverables" to "project progression, milestones achieved and future deliverable execution."</li> </ul> <p>Otherwise just a couple grammatical errors I directly fixed within the document.</p>