**Stakeholder Analysis and**

**Engagement Requirements**

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**Stakeholder Engagement Requirements for Alfred! iOS Upgrade**

This document outlines the specific communication and engagement needs for key project stakeholders, based on their project authority, responsibility, interest, and expressed preferences from interviews.

| Stakeholder Name | Title | Responsibility | Authority | Project Interest | Information Required | Format | Frequency | Engagement Type | Remaining Questions |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Peter Kennedy | Director, New Product Development | Product Sponsor | Ultimate | High | Project Status,  Sprint Review Executive Summary | Report | Normal: Bi-weekly  Risks/Issues: Immediately | Normal: Email  Risks/Issues: Phone | What is the maximum tolerable delay in the event of technical roadblocks before you would step in to exercise your ultimate authority?  What three performance metrics, outside of on-time delivery, would define a successful project outcome for you? |
| Julie Ellsworth | Director, Product Alliances | Consultant | Advisory | High | Project progress related to external functionality, partner integrations, and product features.  Notification of potential issues that could affect partner commitments or public-facing communications.  Details of the public communication strategy. | Report,  Requirements,  Design Documents | Weekly | Normal: Email  Complex Issues: Phone/Meeting | What are the key contractual or partner obligations we need to be aware of if we need to reduce the feature scope for the launch?  What is the formal sign-off process you require to approve the external communication strategy for this update? |
| Reed Massey | Director, Smart Home Technologies | Project Owner | Ultimate | High | Progress against the Product Backlog and Sprint Goals.  Confirmation of user story acceptance and functional implementation.  Any scope, schedule, or cost changes. | Project Status  Team reports  Confirmation via attendance at team meetings | Status: Bi-weekly  Other: Daily  Risks/Issues: Immediately | Normal: Email, Meeting  Complex Issues: Phone/Meeting | What is your primary metric for prioritizing bug fixes versus new feature development within each sprint?  Are there any non-functional requirements (e.g., performance benchmarks, security compliance) that must be met before you will accept the final deliverable? |
| Shannon Coleman | IT Business Analyst | Business Analyst | Control | High | All development team communications and technical findings.  Detailed requirements, including status and progress.  User story and acceptance criteria feedback. | Team communications (Slack/Jira/Confluence)  Deliverables documentation (requirements, functional specifications, user stories) | Normal: Daily  Risks/Issues: Immediately | Normal: Email, Meeting  Complex Issues: Phone/Meeting | What process will you use to formally review and sign-off on the acceptance criteria for a user story before it is accepted into a sprint?  What is your preference for documenting unforeseen technical debt discovered during the current sprint? |
| Brandon Matthews | Software Architect | Techincal Lead | Control | High | Stakeholder/Owner requirements and changes.  All team communications.  NOTE: Information must be concise and brief to allow for focus time. | Team communications (Slack/JIRA/Confluence) | Normal: Daily  Risks/Issues: Immediately | Normal: Email, Meeting  Complex Issues: Phone  NOTE: Meetings only if other means of discussion are ineffective | If a crucial architectural design decision requires a lengthy meeting, what is the minimum required advance notice and pre-reading material that makes the meeting feel useful and justifies the time investment?  What is the mandatory technical standard (for example, minimum test coverage, code review steps) that must be met before a feature can be considered ready for QA? |