

Stakeholder Register Format							
Name/Position	Organization	Role	R	A	C	I	Comments
Sidney Morris	PMO	Project Manager	X	X			N/A
Martha Wilson	COO	Sponsor		A		X	Approvals and Funding
Sunny James	Training	Financial Training Materials	X	X		X	Develop workshop materials
Ram Evans	Customer Liaison	Review Materials	X		X	X	Required Sign-Off
Noriko Tanaka	Social Media/IT	Update Website/Ensure IT Support	X	X	X	X	IT/AV Support
Evan Anthony	Finance	Funds Disbursement	X				Per COO Direction
Investors	N/A	Attend Event				X	Record and Address Issues
Restaurant	TBD	Cater and Host Event	X		X		Contract Vendor
Event Speakers	TBD	Need MC and Guest Speaker	X		X	X	TBD
Vendor Manager	Contracting	Contract Support	X	X		X	Manage all contracts
RACI Terms Defined	ROLE	DEFINED					
	R	Responsible for performing work or tasks					
	A	Accountable for outcomes					
	C	Consult as a Subject Matter Expert (SME)					
	I	Inform as project progresses					
			Version: 1, 12 Feb 20XX				