**Plan Stakeholders engagement:**

**Stakeholders Engagement assessment matrix:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Unaware** | **Resistant** | **Neutral** | **Supportive** | **Leading** |
| **Client** |  |  |  | Current |  |
| **CEO** | Current |  |  | Desired |  |
| **Development Team** |  |  | Current |  | Desired |
| **Sponsor** |  |  |  | Current |  |
| **Google Maps Team** |  |  | Current |  |  |
| **Shops & Restaurants Owners** |  | Current |  | Desired |  |

* **Moving the CEO from UNAWARE to SUPPORTIVE and even leading by preparing a good presentation about the project and the importance of it.**
* **Moving the team from NEUTRAL to LEADING by encouraging them and provide them with all they need to work on the project properly.**

**Communication Management Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purpose** | **Responsibility** | **Audience** | **Medium** | **Contents** | **Frequency** |
| **Project Status** | **PM** | **Customer** | **Meeting** | **Demos, Issues, Risks** | **Bi-Weekly** |
| **Team Status** | **PM** | **CEO** | **Meeting** | **Demos, Issues, Risks** | **Bi-Weekly** |
| **Project Review** | **PM** | **Team** | **Meeting** | **Demos, Issues, Risks** | **Bi-Weekly** |
| **Audit** | **PM** | **Sponsor** | **Meeting** | **Demos, Issues** | **Weekly** |
| **Audit** | **Partner** | **Google Maps Team** | **Mail** | **Demos** | **Weekly** |
| **Project Status Report** | **Partner** | **Shops Owners** | **Mail** | **Demos** | **Weekly** |