

# Stakeholder Analysis

Generated by Requirements Gathering Agent v2.1.2  
Category: stakeholder-management  
Generated: 2025-06-10T08:19:15.591Z  
Description: PMBOK Stakeholder Analysis

## Stakeholder Analysis: Requirements Gathering Agent Project

Project: Requirements Gathering Agent  
Date: October 26, 2024  
Prepared by: [Your Name/Team Name]

### 1. Stakeholder Identification

The following table identifies key stakeholders for the Requirements Gathering Agent project, categorized by their role and influence:

Stakeholder	Category	Description	Type	Group/Individual
Development Team	Internal, Primary	Core development team responsible for building and maintaining the agent.	Internal	Group
Product Owner	Internal, Primary	Defines product vision, prioritizes features, and manages the product backlog.	Internal	Individual
PMO	Internal, Secondary	Project Management Office, providing oversight and governance.	Internal	Group
Marketing	Internal, Secondary	Responsible for promoting and marketing the Requirements Gathering Agent.	Internal	Group
Business Analysts	Internal, Secondary	Responsible for analyzing project requirements and translating business needs.	Internal	Group

Stakeholder	Category	Description	Type	Group/Individual
End-Users (Project Managers, Business Analysts)	External, Primary	Project managers and business analysts who use the Requirements Gathering Agent.	External	Group
Azure/Google/GitHub/Ollama	Secondary	Providers of AI services integrated into the Requirements Gathering Agent.	External	Organization

## 2. Stakeholder Assessment

### Power/Interest Grid:

Power	High Interest	Low Interest
<b>High</b>	End-Users (PMs, BAs), Developers, Product Owner	PMO
<b>Low</b>	Marketing, Business Analysts	Azure/Google/GitHub/Ollama

**Influence/Impact Matrix:** (Illustrative example - specific scores would be determined through stakeholder interviews and analysis)

Stakeholder	Influence Score	Impact Score
End-Users (PMs, BAs)	9	9
Developers	8	7
Product Owner	7	8
PMO	6	6
Marketing	4	5
Business Analysts	5	4
Azure/Google/GitHub/Ollama	3	6

### Stakeholder Attitudes & Engagement:

- **End-Users (PMs, BAs):** High interest, initially neutral to slightly positive attitude. Engagement requires demonstrations, feedback sessions, and clear documentation.
- **Developers:** High interest and supportive. Engagement through regular stand-ups, code reviews, and sprint planning.

- **Product Owner:** Highly supportive and actively engaged. Regular meetings and priority setting are crucial.
- **PMO:** Moderate interest, requiring regular updates and adherence to reporting requirements.
- **Marketing:** Moderate interest, focused on success metrics and marketing materials.
- **Business Analysts:** Moderate interest, providing requirements and feedback during development.
- **Azure/Google/GitHub/Ollama:** Low direct engagement; focus is on API stability and service level agreements.

### 3. Stakeholder Prioritization

- **High Priority:** End-Users (PMs, BAs), Developers, Product Owner
- **Medium Priority:** PMO, Marketing, Business Analysts
- **Low Priority:** Azure/Google/GitHub/Ollama (managed via SLAs and API documentation)

### 4. Stakeholder Requirements and Expectations

- **End-Users (PMs, BAs):** Accurate, efficient, easy-to-use tool generating PMBOK-compliant documents; reliable AI integration; comprehensive documentation and support.
- **Developers:** Clear requirements, well-defined architecture, maintainable codebase, timely feedback, and appropriate tools/resources.
- **Product Owner:** On-time delivery, adherence to budget, high-quality product meeting market needs, successful launch and adoption.
- **PMO:** Project adherence to schedule, budget, and risk management plans; regular reporting and communication.
- **Marketing:** Marketing materials, success metrics, and a strong value proposition for the product launch.
- **Business Analysts:** Accurate translation of business requirements into technical specifications.
- **Azure/Google/GitHub/Ollama:** Stable and reliable API services meeting performance requirements.

### 5. Communication Preferences

Stakeholder	Preferred Communication		Information Requirements
	Method(s)	Frequency	
End-Users (PMs, BAs)	Email, Online Forums, Documentation	Monthly, On-Demand	User guides, tutorials, release notes

Stakeholder	Preferred Communication Method(s)	Frequency	Information Requirements
Developers	Daily Stand-ups, Slack, Code Reviews	Daily, Weekly	Technical specifications, code changes, bug reports
Product Owner	Weekly meetings, Email, Jira	Weekly	Progress reports, backlog updates, risk assessments
PMO	Weekly reports, Email	Weekly	Status reports, risk register, budget updates
Marketing	Email, Presentations, Marketing Reports	Monthly, Ad-hoc	Marketing materials, launch plans, success metrics
Business Analysts	Email, Meetings	Bi-weekly	Requirements documents, feedback on specifications
Azure/Google/GitHub/Okta/Amazon	API documentation, Service Level Agreements	As needed	API updates, service outages, performance reports

## 6. Engagement Strategies

- **High-Influence Stakeholders:** Regular meetings, proactive communication, feedback loops, and early involvement in design and testing.
- **Resistant Stakeholders:** Address concerns directly, provide clear rationale, demonstrate value, and offer training/support.
- **Champions:** Maintain open communication, acknowledge contributions, and involve them in key decision-making processes.

## 7. Risk Assessment

Risk	Probability	Impact	Mitigation Strategy	Contingency Plan
AI provider API issues	Medium	High	Multiple AI provider support; robust error handling and fallback mechanisms.	Switch to alternative provider; manual intervention
Stakeholder resistance to adoption	Low	Medium	Demonstrations, training, clear communication of benefits.	Targeted marketing campaigns; adjusted release plan

Risk	Probability	Impact	Mitigation Strategy	Contingency Plan
Scope creep	Medium	High	Formal scope management process; change control board.	Prioritize features based on stakeholder needs; adjust budget/timeline
Delays in AI model training	Low	Medium	Close collaboration with AI provider; contingency plans for model availability.	Use alternative models or simpler algorithms
Insufficient resources	Low	Medium	Resource allocation planning; contingency budget.	Adjust project scope; negotiate timeline extension

This stakeholder analysis provides a framework for effective stakeholder management throughout the Requirements Gathering Agent project. Regular updates and adjustments to this document will be necessary to reflect evolving stakeholder needs and project circumstances.