Stakeholder Register

Source File: generated-documents\stakeholder-management\stakeholder-register.md
Generated: 30/07/2025 at 07:01:18
Generated by: Requirements Gathering Agent - PDF Converter

Stakeholder Register

Generated by adpa-enterprise-framework-automation v3.2.0
Category: stakeholder-management
Generated: 2025-07-14T21:07:27.413Z
Description: PMBOK Stakeholder Register

Stakeholder Register

Generated by: ADPA (Automated Documentation Project Assistant)
Category: stakeholder-management
Generated: 2025-07-14
Project: ADPA – Advanced Document Processing & Automation Framework
Version: 3.2.0
PMBOK Reference: 13.1.3.1

Document Purpose

This Stakeholder Register identifies and documents detailed information about all known and inferred project stakeholders for the ADPA project. It provides a foundation for engagement, risk analysis, and communication planning, as required by PMBOK 7.0. This register is pre-populated using project documentation, technical architecture, and standards requirements. Organizational stakeholders must be finalized in collaboration with the project sponsor and PMO.

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1. Stakeholder Identification Summary

Primary Stakeholders (High Power, High Interest)

These are the individuals and groups directly responsible for the project's success or directly impacted by its outcomes.

- **Project Sponsor:** Likely a senior executive in charge of digital transformation, enterprise architecture, or IT innovation.
- **Product Owner / Project Manager:** Responsible for roadmap, requirements, and delivery; often part of the PMO or Business Transformation Office.
- **Enterprise Business Analysts:** Lead requirements gathering, standards compliance, and process automation for end users.

- **Enterprise IT Architects:** Oversee integration, security, and technical alignment with enterprise architecture.
- **DevOps Team / System Administrators:** Manage deployment, scaling, and operational reliability.
- **Power Users / Pilot Group:** Early adopters from business and IT, validating features and workflows.

Secondary Stakeholders (Variable Power/Interest)

These are stakeholders impacted by the system or with a supporting role.

- **Compliance & Security Officers:** Ensure regulatory and security compliance (GDPR, SOX, PCI DSS, etc.).
- **Legal Department:** Oversee contracts, licensing, and risk.
- **Finance Department:** Approve budgets, track ROI, and report on cost management.
- **Line-of-Business Stakeholders:** Department heads in business units using ADPA-generated documentation.
- **External Vendors/Partners:** Providers of AI, document, and integration services (OpenAI, Microsoft, Adobe, Atlassian, etc.).
- **End Users:** Staff who will use the system for documentation, reporting, or workflow automation.
- **Customer/Client Representatives:** In cases where generated documents are delivered to customers or external auditors.
- **Regulatory Bodies:** If project outputs are subject to industry or legal oversight.

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2. Detailed Stakeholder Information

Stakeholders were identified by analyzing the project context, technical documentation, and standards integration features. Organizational names and contact details must be confirmed.

Stakeholder Name	Role/Title	Organization	Project Role	Contact Informatio
Project Sponsor	VP Digital Transformation	[Your Organization]	Executive Sponsor, funding/oversight	[TBD by Org]
Product Owner / PM	Lead Product Manager	[Your Organization]	Requirements, Delivery, Roadmap	[TBD by Org]
Enterprise Business Analyst	Senior Business Analyst	[Your Organization]	Requirements, Standards, User Liaison	[TBD by Org]
Enterprise IT Architect	Chief Architect	[Your Organization]	Integration, Security, Scalability	[TBD by Org]
DevOps Lead	DevOps Engineer	[Your Organization]	Deployment, Operations	[TBD by Org]
Power User / Pilot Group Lead	Business Champion	[Your Organization]	Early Adoption, Feedback	[TBD by Org]
Compliance & Security Officer	Compliance/Security Manager	[Your Organization]	Regulatory, Security Oversight	[TBD by Org]

Stakeholder Name	Role/Title	Organization	Project Role	Contact Informatio
Legal Counsel	Legal Advisor	[Your Organization]	Licensing, Risk, Contracts	[TBD by Org]
Finance Controller	Financial Analyst/Controller	[Your Organization]	Budget, ROI, Cost Management	[TBD by Org]
End User	Documentation Specialist/Analyst	[Your Organization] / Client Dept.	Uses CLI/API/Admin UI, document creator	[TBD by Org]
Regulatory Authority Contact	Regulator/Auditor	[Regulatory Body]	Audit, Regulatory Acceptance	[TBD by Org]
Vendor – OpenAI	Account Executive	OpenAI	AI Provider, SLA, Integration	[TBD by Org]
Vendor – Microsoft/Adobe/Atlassian	Partner Manager	Microsoft/Adobe/Atlassian	Integration, Support, Licensing	[TBD by Org]
Customer/Client Representative	Client Success Manager	[Client Organization]	Receives Deliverables, Provides Feedback	[TBD by Org]

> ***Note:*** *Replace `[Your Organization]` and `[TBD by Org]` with actual data from your directory or organizational chart.*

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3. Organizational Stakeholders (Requires Organizational Input)

Please validate and fill in the following with specific names and contact info:

Executive Stakeholders

- **Project Sponsor:** Typically, a VP or Director of Digital Transformation or IT Innovation.
- **Executive Sponsor:** May be COO, CIO, or a department VP.
- **Steering Committee Members:** Likely include PMO Director, Enterprise Architect, and heads of affected business units.

Functional Stakeholders

- **IT Department:** IT Director, Security Officer, Infrastructure Manager
- **Legal/Compliance:** Chief Counsel, Data Privacy Officer, or Compliance Manager
- **Finance:** Controller, Senior Analyst
- **HR:** Only if project impacts training or org structure

External Stakeholders

- **Vendors/Suppliers:** Named account reps for OpenAI, Microsoft, Adobe, Atlassian, etc.
- **Regulatory Bodies:** As required by your industry (e.g., GDPR, SOX, PCI DSS).
- **Client Representatives:** If ADPA outputs are delivered externally.

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4. Stakeholder Analysis Matrix

Power/Interest Grid

High Power, High Interest	High Power, Low Interest
Project Sponsor	Legal Counsel
Product Owner / Project Manager	Vendor Account Managers
Enterprise Business Analyst	Regulatory Authority Contact
Enterprise IT Architect (if project-critical)	Compliance/Security Officer

Low Power, High Interest	Low Power, Low Interest
End Users / Power Users	External Vendors not in active use
Documentation Specialists	Unaffected LOB staff
Customer/Client Representatives	Indirect support teams

Actions:

- **Manage Closely:** Project Sponsor, Product Owner, Business Analyst
- **Keep Satisfied:** IT Architect, Compliance/Security, Legal, Vendors
- **Keep Informed:** End Users, Power Users, Client Reps
- **Monitor:** Peripheral vendors, indirect staff

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5. Stakeholder Requirements and Expectations

Stakeholder	Preferred Communication Method	Frequency	Key Information Needs
Project Sponsor	Email, Executive Briefings	Bi-weekly/Monthly	Status, ROI, Risk, Milestones
Product Owner / PM	Meetings, Slack/MS Teams, Email	Weekly/Daily	Progress, Issues, Feature Requests
Business Analyst	Workshops, Documentation, Teams	Weekly	Requirements, User Feedback, Change Requests

Stakeholder	Preferred Communication Method	Frequency	Key Information Needs
IT Architect	Technical Meetings, Email, Tickets	As Needed	Integration Issues, Security, Architecture
DevOps Lead	Standups, Jira/DevOps, Email	Weekly/As Needed	Deployment, Bugs, Performance
Compliance/Security	Reports, Email, Governance Meetings	Monthly/As Needed	Compliance, Audit Trails, Risk
End Users	Training, In-App Guidance, Email	Launch/Monthly	Usability, Feature Updates, Support Info
Vendor Account Manager	Email, Quarterly Reviews	Quarterly/As Needed	Usage Reports, Integration Feedback
Client Rep	Email, Meetings	Project Milestones	Deliverables, Issues, Satisfaction

> ***Tip:*** *Confirm with each stakeholder their preferred channel and update as needed.*

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6. Data Sources and Completion Instructions

To Complete This Register:

1. **Review and Validate:** Confirm the above with project team and key stakeholders.
2. **Consult Org Assets:** Use your organization chart, Active Directory, and past stakeholder registers.
3. **Conduct Interviews:** Especially with high-power/high-interest stakeholders.
4. **Update Contacts:** Enter real emails, phone numbers, and Slack/Teams handles.

Recommended Next Steps:

- **Workshop:** Hold a session with the PMO and project team to finalize this register.
- **Interviews:** Schedule meetings with all identified high-power stakeholders.
- **Engagement Plan:** Use this register as a basis for your Stakeholder Engagement and Communication Plan.
- **Maintenance:** Update this register at each project phase or when stakeholders change.

This register was pre-populated using project documentation and standards analysis. Please supplement with organizational data and stakeholder interviews to ensure complete and accurate stakeholder coverage.

Instructions for Organizational Completion:

- Replace [TBD by Org] with validated contact info.
- Confirm executive and functional stakeholder names.
- Adjust power/interest ratings as relationships and influence become clearer.
- Attach or link to this register in your SharePoint or project documentation system.

Prepared in accordance with PMBOK 7.0 standards.