## Stakeholder Analysis: Requirements Gathering Agent Project

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**Project:** Requirements Gathering Agent

### 1. Stakeholder Identification

This project involves a diverse range of stakeholders, categorized as follows:

**Internal Stakeholders:**

* **Development Team:** Menno Drescher (Lead Developer), and any contributing developers. (Primary, Internal)
* **Product Owner/Project Manager:** The individual responsible for the project’s success and overall direction. (Primary, Internal)
* **Testing Team:** Individuals responsible for quality assurance and testing. (Secondary, Internal)
* **Documentation Team:** Individuals responsible for maintaining and updating project documentation. (Secondary, Internal)

**External Stakeholders:**

* **NPM Users:** The community of project managers and business analysts downloading and using the Requirements Gathering Agent. (Secondary, External)
* **Azure OpenAI:** Microsoft’s Azure OpenAI service, crucial for the tool’s functionality. (Primary, External – considered a critical dependency)
* **Google AI (potential):** Google’s Generative AI services, a potential future integration point. (Secondary, External)
* **GitHub AI (potential):** GitHub’s AI services, a potential future integration point. (Secondary, External)
* **Ollama (potential):** Ollama AI services, a potential future integration point. (Secondary, External)
* **Clients (potential):** Organizations potentially contracting for custom integrations or support. (Secondary, External)

### 2. Stakeholder Assessment

**Power/Interest Grid:**

| Stakeholder Category | High Power/High Interest | High Power/Low Interest | Low Power/High Interest | Low Power/Low Interest |
| --- | --- | --- | --- | --- |
| **Internal (Dev Team, PM)** | Development Team | Product Owner | Testing Team | Documentation Team |
| **External (Key Users)** | Azure OpenAI | NPM Users (Large) | Clients (potential) | NPM Users (Individual) |

**Influence/Impact Matrix:** (Qualitative assessment - High, Medium, Low)

| Stakeholder Category | Influence on Project Success | Impact of Project Failure |
| --- | --- | --- |
| Development Team | High | High |
| Product Owner | High | High |
| Testing Team | Medium | Medium |
| Documentation Team | Low | Low |
| Azure OpenAI | High | Very High |
| Google AI (potential) | Low | Low |
| GitHub AI (potential) | Low | Low |
| Ollama (potential) | Low | Low |
| Clients (potential) | Medium | Medium |
| NPM Users (Large) | Medium | Medium |
| NPM Users (Individual) | Low | Low |

**Stakeholder Attitudes & Engagement:**

* **Development Team & Product Owner:** Highly supportive and actively engaged.
* **Testing Team:** Supportive and moderately engaged.
* **Documentation Team:** Supportive, but engagement may be limited by other priorities.
* **Azure OpenAI:** Essential partner; engagement is critical for ongoing functionality.
* **Other AI Providers:** Potential partners; engagement will be needed if integration occurs.
* **Clients (potential):** Interest will depend on specific needs and value proposition.
* **NPM Users:** Generally neutral; positive reviews and increased downloads reflect satisfaction.

### 3. Stakeholder Prioritization

* **High Priority:** Development Team, Product Owner, Azure OpenAI
* **Medium Priority:** Testing Team, Potential Clients, Large NPM User Groups
* **Low Priority:** Documentation Team, Individual NPM Users, Potential AI Integrations (Google, GitHub, Ollama)

### 4. Stakeholder Requirements and Expectations

* **Development Team:** Clear requirements, timely feedback, adequate resources, and recognition for contributions.
* **Product Owner:** Successful project completion, on-time and within budget, meeting specified functionality and quality standards.
* **Testing Team:** Access to build versions, clear testing criteria, and sufficient time for testing.
* **Azure OpenAI:** Successful integration, adherence to API terms of service, and timely resolution of any issues.
* **Potential Clients:** Customizable solutions, reliable support, and a strong value proposition.
* **NPM Users:** Stable releases, clear documentation, ease of use, and ongoing support.

### 5. Communication Preferences

* **Development Team & Product Owner:** Daily stand-ups, regular sprint reviews, and email for detailed updates.
* **Testing Team:** Weekly status reports and email for specific issues.
* **Azure OpenAI:** Formal communication channels for support and technical issues.
* **Potential Clients:** Personalized communication tailored to their specific needs.
* **NPM Users:** Website updates, release notes, and community forums.

### 6. Engagement Strategies

* **High-Influence Stakeholders (Dev Team, Product Owner, Azure OpenAI):** Proactive communication, regular meetings, collaborative decision-making, and transparent reporting.
* **Resistant Stakeholders (unlikely):** Address concerns directly, provide evidence of value, and involve them in the process.
* **Champions (Product Owner):** Maintain close communication, provide regular updates, and seek their feedback and support.

### 7. Risk Assessment

| Risk | Description | Impact | Likelihood | Response |
| --- | --- | --- | --- | --- |
| Azure OpenAI API Issues | Outages or performance issues with the Azure OpenAI API could disrupt document generation. | High | Medium | Implement fallback mechanisms, monitor API status, and have alternative AI providers ready. |
| Stakeholder Misalignment | Conflicting requirements or expectations from different stakeholders could lead to scope creep or delays. | Medium | Medium | Proactive stakeholder communication, clear requirements definition, and conflict resolution processes. |
| Insufficient Testing | Inadequate testing could result in bugs or defects affecting the tool’s reliability and user experience. | Medium | Medium | Comprehensive testing plan, dedicated testing team, and sufficient testing time. |
| Negative User Feedback | Negative reviews or feedback from NPM users could damage the tool’s reputation and adoption rate. | Medium | Low | Monitor user feedback, address concerns promptly, and improve documentation and ease of use. |
| Failure to Meet Deadlines | Delays in development or testing could lead to missed deadlines and impact stakeholder satisfaction. | High | Medium | Realistic project schedule, regular progress monitoring, and risk mitigation strategies. |

This Stakeholder Analysis provides a framework for managing stakeholder engagement throughout the Requirements Gathering Agent project. Regular updates and revisions to this document will be necessary to reflect changing circumstances and stakeholder needs.