Stakeholder Analysis

Name	Role	Interest	Influence	Ways to manage expetations
Ted Tele O'Fone	Project sponsor	High. Interested in milestones and progress. Focus on the result and how does this affect the company.	High. Influences budget and requriments.	Review the total plan and get approvals first. Meet and report the progress of the project every week. Ask opinions when changes or urgency happens.
Rhea Sharma	Project Manager	High. Very demanding. Likes to know all the details.	High. Control all the deliverables, schedule and budget.	Meet everyday. Inform her of every changes.
Karuna Kankani, Naresh Choudhary, Shuang Li	Project Team	High. Interested in the progress and their tasks.	High. Control the whole progress	Meet everyday. Get everyone actively involved. Make everyone meet their dues.
All the employees	Users	Low. Need to know the results and how to use the new system.	High. Cause changes, modification and update of the system	Get this team involved early in identifying specific requirements and user habits.
Consulting Company	External Consultant	Middle. Just need to know the progress and schedule roughly.	Low. Influence the test progress.	Inform them of milestones. Meet once a month.
Server Vendor	Server Suppliers	Low. Need to know the specific details and delivery time of the servers we needed.	Low. Influence the progress of the migration.	Inform them of any changes of schedule and requirements.
Administrating Office	Operations Management	Low. Just need to know the progress and schedule roughly.	Middle. Influence some kind of resources, like human and operational resource,etc.	Inform them of milestones and related resource need.

Stakeholder Analysis Matrix

INFLUENCE

HIGH

KEEP SATISFIED — Users

MANAGE CLOSELY — Project Sponsor / Project Manager / Project Team

LOW

MONITOR (MINIMUM EFFORT) — Administrating Office / Server Suppliers

KEEP INFORMED — External Consultant

LOW   HIGH

INTEREST