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| **Artifact\*** | **Document/item** |
| Art 1 | Project Charter |
| Art 2 | Project Plan |
| Art 3 | Milestone Report |
| Art 4 | Resource Ramp Up Plan |
| Art 5 | Assessment Reports |



**B2C Portal**

**Stakeholder Register**

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| Serial | Name | Primary Role/ Designation | Interest/ Objective | Influence | Communications Strategy/Mode | Art 1 | Art 2 | Art 3 | Art 4 | Art 5 |
| 1 | Vicky Morris | Project Sponsor | Improved quality | Strategy/ Prioritization | Regular briefing, solutions and benefits briefing/  meetings, reports, emails | Y | Y | Y | N | Y |
| 2 | Steven McCarthy | Head - Administration Dept | Effective project administration and facilitation | Resource, external approvals for asset movement | Emails | Y | Y | Y | Y | N |
| 3 | Daven Ghosh | IT Infrastructure Manager | Provision and management of adequate and efficient technology resources | Technology resources and IT services | Requirement briefings/meetings, phone calls, emails | Y | Y | Y | Y | N |
| 4 | Brian Dawson | Team Lead | Improved project coordination | Team management | Schedule briefings, quality control metrics/Meetings, emails | Y | Y | Y | Y | Y |
| 5 | Carol Hewitt | Team Lead | Improved project coordination | Team management | Schedule briefings, quality control metrics/meetings, emails | Y | Y | Y | Y | Y |
| 6 | Howard Carrin | Operations Manager | Improved project transition | Operations management | Schedule briefings/ meetings, emails | Y | Y | Y | N | Y |
| 7 | JT Systems | Supplier | Make profit | Resource, materials delivery | Open channels, regular consultation/meetings, emails | N | N | Y | Y | Y |
| 8 | Dale Hawkins | Customer | Timely delivery | Project approvals | Meetings, phone calls, emails | Y | N | Y | N | Y |

\*Artifact refers to a document, a report, or any written document that can be distributed.