**Sample Stakeholder Analysis for Project Communications**

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| **Stakeholder** | **Document Name** | **Document Format** | **Contact Person** | **Due** |
| Project Manager | Monthly status report | Email, Hardcopy | Sageri Fikri Ramadhan | First of month |
| System Engineering | Monthly status report | Email, Hardcopy | Aji Priambodo Santoso | First of month |
| Independent Test Group | Weekly status report | Trello | Riyan Kuncoro Jati | First of week |
| Project Technical Lead | Monthly status report | Email | Yulistia Elsa Nursida | First of month |
| Quality Assurance | Monthly status report | Email | Sarah Aulia | First of month |
| Configuration Management | Monthly status report | Email | Muhammad Daffa | First of month |
| S/W Subproject Manager 1 | Weekly status report | Trello | Rahma | First of week |
| S/W Subproject Manager 2 | Weekly status report | Trello | Aditya Hardiansyah | First of week |
| H/W Subproject Manager 3 | Weekly status report | Trello | Rakha | First of week |