# Stakeholder Analysis: Microsoft Project Template Creation

## Purpose

This document outlines the stakeholder analysis for the "Microsoft Project Template Creation" project, aligning with CAPM principles to ensure effective stakeholder management. It identifies stakeholders, classifies their influence and interest, assesses their needs, and defines engagement strategies to support project success.

## 1. Stakeholder Identification

Stakeholders include individuals or entities who influence or are impacted by the project, such as the project owner, potential recruiters, and peers from the Google Project Management Certificate program.

## 2. Stakeholder Classification

Stakeholders are categorized using the power/interest grid:

- \*\*High Power/High Interest\*\*: Manage closely.

- \*\*High Power/Low Interest\*\*: Keep satisfied.

- \*\*Low Power/High Interest\*\*: Keep informed.

- \*\*Low Power/Low Interest\*\*: Monitor.

## 3. Stakeholder Register

| Stakeholder Name/Role | Type | Contact Information | Interests | Influence Level | Interest Level | Classification | Engagement Strategy |

|-----------------------|------|---------------------|-----------|-----------------|----------------|----------------|---------------------|

| Andrew John Holland (Project Owner/Silicastormsiam) | Internal | GitHub: silicastormsiam | Complete a CAPM-aligned template for portfolio and certification | High | High | Manage closely | Lead all phases, update GitHub issues/board |

| Recruiters (Potential Employers) | External | LinkedIn/professional networks | Evaluate PM skills via GitHub portfolio | High | Medium | Keep satisfied | Public repository, highlight CAPM alignment |

| Google Project Management Peers | External | Coursera forums/GitHub | Collaborate, review template | Medium | High | Keep informed | Share repository, encourage contributions |

| xAI/Grok (AI Assistant) | Internal | xAI platform | Provide accurate guidance | Low | Low | Monitor | Use for instructions, verify accuracy |

| GitHub Platform | External | GitHub support | Host repository/project | Low | Low | Monitor | Use API/CLI, report issues if needed |

## 4. Stakeholder Assessment

- \*\*Andrew John Holland\*\*: Seeks to demonstrate PM skills; high influence as project owner; risk of scope creep.

- \*\*Recruiters\*\*: Interested in professional deliverables; high influence on career outcomes; risk of misalignment with standards.

- \*\*Peers\*\*: High interest in collaboration; medium influence via feedback; risk of limited engagement.

- \*\*xAI/Grok\*\*: Low influence/interest; risk of inaccurate advice.

- \*\*GitHub\*\*: Low influence/interest; risk of interface changes.

## 5. Engagement Strategies

- \*\*Manage Closely\*\*: Regular updates for Andrew via GitHub issues and board (e.g., Ctrl + Space for tasks).

- \*\*Keep Satisfied\*\*: Ensure public repository with clear README for recruiters.

- \*\*Keep Informed\*\*: Share updates with peers via GitHub or Coursera.

- \*\*Monitor\*\*: Minimal engagement with xAI/Grok and GitHub, verify outputs.

## 6. Monitoring and Control

- Review stakeholder engagement biweekly, updating the register as needed.

- Use GitHub project board with custom fields ("Phase," "Milestone," "Status") to track interactions.

- Address risks via issue updates (e.g., scope creep mitigation).

## Integration with Project

This analysis is part of the Initiation phase, with tasks reflected in the Microsoft Project template (e.g., "Stakeholder Analysis Complete" milestone).