

Stakeholder Register Format							
Name/Position	Organization	Role	R	A	C	I	Comments
Marcus Wilson	Human Resources	Project Sponsor and Head of HR		X		X	Provides oversight and approves key decisions
Gloria Fisher	PMO	Project Manager	X	X			Leads planning and execution; central communication point
Hiroshi Tanaka	Information Technology	IT Support	X			X	Manages AV setup, IT coordination
Ursula Miller	Finance	Finance Representative	X		X	X	Tracks budget, allocates costs
Priya Sanders	Marketing	Marketing Lead	X				Prepares required manuals, brochures, and gift packs
Sam Manning	Facilities	Campus Tour Coordinator	X			X	Plans and schedules campus tours
Marvin Coleman	Facilities	Catering Coordinator	X				Manages catering service for event
Sunny Marsh	Human Resources	Benefits and Perquisite Manager			X		Supports details on benefits, and perquisite and may be available for the session.
Ram Finland	Human Resources	Continuing Education Presenter			X		Supports details on continuing education and may be available for the session.
Margaret Harrison	Innovations.Inc	CEO				X	Needs to be informed of progress.

RACI Terms Defined	ROLE	DEFINED	Version: 1, 3 May 2025
	R	Responsible for performing work or tasks	
	A	Accountable for outcomes	
	C	Consult as a Subject Matter Expert (SME)	
	I	Inform as project progresses	