Stakeholder Register

Role	Department	Power / Interest	Requirements	Concerns	Engagement Strategy
Finance Controller (Sponsor)	Finance	**High / High**	• **Traceability:** A permanent log of *who* approved and *when* (for audit). • **Aging Visibility:** Real-time report of unpaid invoices >30 days.	• **Budget:** Implementation costs exceeding the allocated OpEx. • **Timeline:** Project dragging into Quarter-End close.	**Manage Closely.** Focus reporting on Risk Reduction and ROI.
AP Team Lead	AP	**Low / High**	• **Status Visibility:** Instant view of "Pending," "Approved," or "Rejected" without emailing. • **Duplicate Alert:** Warning system if Invoice #123 is entered twice. • **Central Intake:** Single source of truth (no loose papers/emails).	• **Double Work:** Having to type data into the new tool AND the old ERP. • **Vendor Confusion:** Suppliers bypassing the new system.	**Collaborate.** Frame this as "Tooling up" to make their job less manual.
Procurement Lead	Purchasing	**Med / Med**	• **3-Way Match:** Easy comparison of PO vs. Good Receipt vs. Invoice. • **Vendor Status:** Ability to tell vendors "It's scheduled for	• **Relationship Damage:** Critical vendors putting credit holds on us due to delays. • **Urgency:** Urgent POs getting stuck in a rigid approval queue.	**Keep Satisfied.** Ensure the new process supports "Urgent/Rush" flags.

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			payment on X date."		
IT System Admin	IT	**Med / Low**	• **RBAC:** Role-Based Access Control (Admin vs. User vs. Viewer). • **Data Security:** Data stored securely (SOC2 or internal server). • **SSO:** Single Sign-On (uses existing company login).	• **Integration Nightmares:** New tool breaking connections with the ERP. • **Shadow IT:** Departments buying tools IT cannot support. • **Maintenance:** High volume of "I forgot my password" tickets.	**Monitor.** Consult early on security/login protocols to avoid a veto later.