Assignment 2 - Project scope management

STAKEHOLDER ANALYSIS

Project Title: Infrastructure Transformation Project

Project Sponsor: CIO

Date Prepared: 02/29/2016

Project Manager: Amit Prabhakar

Project Customer: ABC Corp.

Stakeholder Analysis:

Stakeholder Management is the process by which we identify the key stakeholders and strategize to win their support. Stakeholder Analysis is the first stage of this, where we identify and start to understand the most important stakeholders.

The first stage of this is to brainstorm who your stakeholders are. The next step is to prioritize them by power and interest, and to plot this on a Power/Interest grid. The final stage is to get an understanding of what motivates your stakeholders and how we need to win them around. Based on the analysis we did for this project we found three major sets of stakeholders:

First Set – Stakeholders with high influence and high interest: The CIO – the executive sponsor of the project and the project manager falls in this category. The project's success is very important for these stakeholders and thus a part of the project plan they need to have better control and information about the project progress

Second Set – Stakeholders with low influence and high interest: The project team and implementation partner falls into this category. The success of the project is very important for these stakeholders however the level of influence they have on the project execution, deliverables, timeline, scope etc. is very limited. They need to execute the project as per the scope of work agreed upon at the start of the project. Any issue, challenges, risk faced during the project needs to be brought to the notice of the project manager so that he could get it addressed.

Third set – Stakeholders with low influence and low interest: The hardware and software suppliers / vendors fall into this category. They have limited of now influence on the project and have very limited interest. Their interested is mainly limited to the timely supply of their product in compliance to the BOQ (Bill of Quantity). These stakeholders however have a key role to play in the project and the delivery of the products needs to be monitored for adherence to the timeline set for the project.

The categorization could be depicted as per the below matrix structure and the associated strategy:

Figure 1: Source: www.mindtools.com

Based on the power and influence factors associated with each stakeholders monitoring and reporting needs to be planned. The table 1 provides the high level view of the key stakeholders of this project. The below diagram (Figure 2) provides a view of the stakeholders for the project align to the matrix of power and interest:

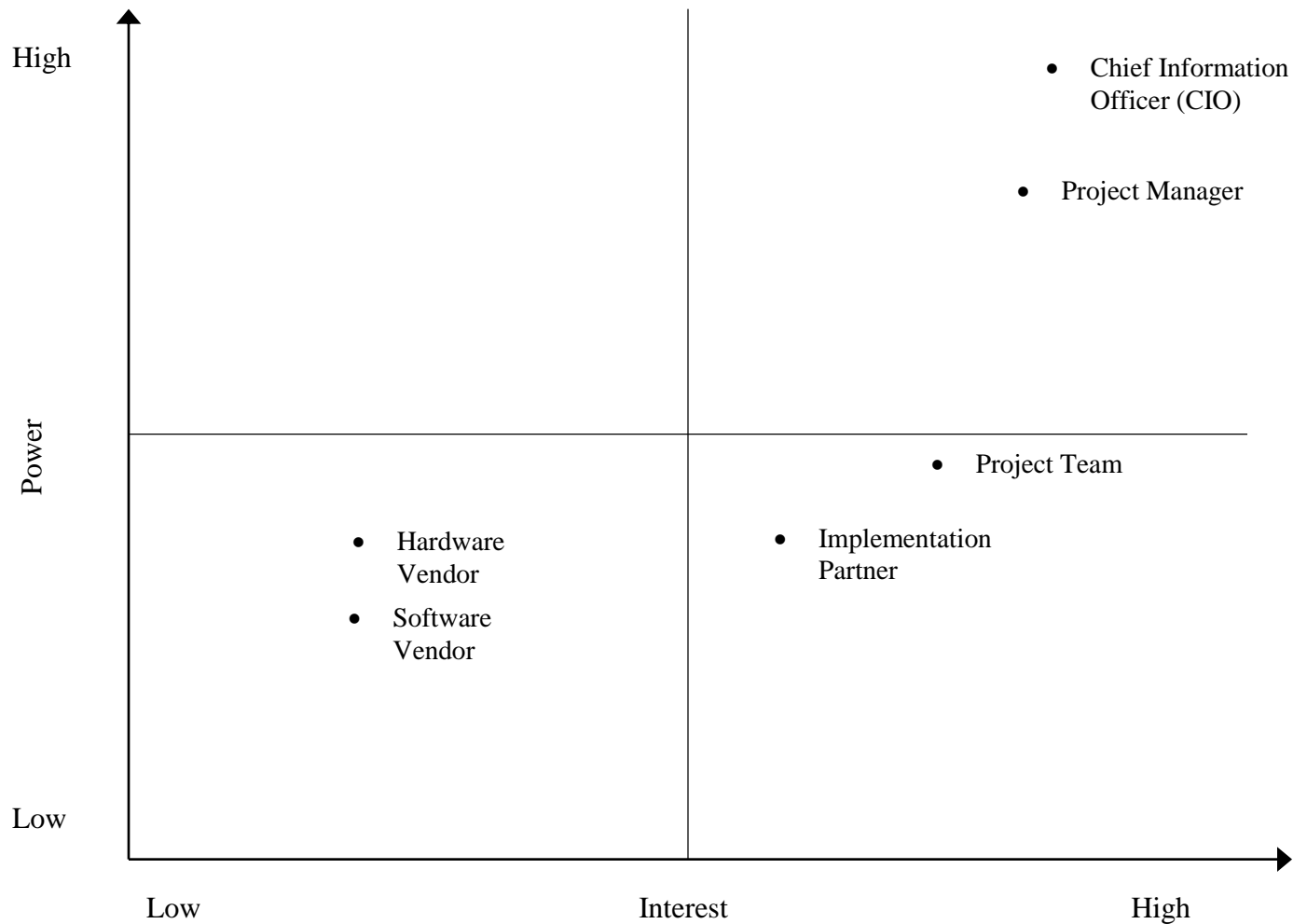Figure2: Stakeholders depicted on power and influence matrix

Table 1: Stakeholder Details

Stakeholder Name	Amit Prabhakar	Varun Bindra	XXX*	Palak Kalra	XXX*
Organization	ABC Corporation	ABC Corporation	ABC Corporation	Partner organization	H/W & S/W vendors
Role on Project	Project Manager ABC Corporation	CIO	Team Member ABC Corporation	Delivery head Implementation Partner	Supply of H/W or S/W
Level of influence (Power)	Very High	Very High	Medium	Medium	Low
Level of Interest	Very High	Very High	Medium	Very High	Low
Expectations	Must be done within scope, budget and time as proposed. Monitor and control the progress of the project Coordinate teams to work in more efficient way	Track and control Project expenses Achieve overhead cost saving Check and approve deviation	Technical knowhow Functional knowhow Organize work in more efficient way Execute the project	Adherence to SOW Adherence to delivery of project within time and budget. Delivery as per SOW signed off	Supply of H/W or S/W as per BOQ Timely delivery of the product
Strategy to engage	Weekly reports and meetings	Weekly reports and updates	Daily and weekly updates	Weekly meetings and daily reports	Status updates on delivery - weekly

Note: H/W – Hardware; S/W – Software; BOQ – Bill of Quantity; SOW – Scope of work

*Mentioned XXX as there can be many team members or multiple H/W / S/W vendors