

PROJECT DOCUMENTS

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EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

JANUARY 2016

Stakeholder Register for Job Fair

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Name	Position	Internal/ External	Project Role
Jeremy Curbey	Project Manager	Internal	Responsible for overseeing all facets of Job Fair planning, organization, and implementation
Reese Darlington	Marketing and Sponsorship Coordinator	Internal	Responsible for Job Fair promotion and public relations, and for attaining sponsors and donors
Amanda Evans	Logistics & Staffing Coordinator	Internal	Responsible for procuring Job Fair venue; providing equipment, supplies, and services; and staffing and management of the Job Fair
John Smith	Employer Coordinator	Internal	Responsible for attracting and committing employers (companies) to the Job Fair; providing guidelines for employer participation; and serving participants' needs before, during, and after the Job Fair
Ventura Design	Signage &	External	Responsible for creating Job Fair logo and theme-art; designing brochures, posters,

	Graphics Designer		and banners, and promotional materials; and designing and fabricating Job Fair signs
Jane Smith	Secretary / Administrative Aid	Internal	Responsible for providing general clerical and secretarial functions, and for assisting all members of the Job Fair Organization Team with miscellaneous tasks
IBM	Employer	External	Provide exhibit
Intel	Employer	External	Provide exhibit
Oracle	Employer	External	Provide exhibit
Microsoft	Employer	External	Provide exhibit
Dell	Employer	External	Provide exhibit
HP	Employer	External	Provide exhibit
Google	Employer	External	Provide exhibit
Samsung	Employer	External	Provide exhibit
Apple	Employer	External	Provide exhibit
Wal-Mart	Employer	External	Provide exhibit
Exxon Mobil	Employer	External	Provide exhibit
General Motors	Employer	External	Provide exhibit
General Electric	Employer	External	Provide exhibit
AT&T	Employer	External	Provide exhibit
Boeing	Employer	External	Provide exhibit

Lockheed Martin	Employer	External	Provide exhibit
United Health Group	Employer	External	Provide exhibit
Fannie Mae	Employer	External	Provide exhibit
Seattle Corporate Search	Job Seeker	External	Provide potential employees
TERRA Staffing Group	Job Seeker	External	Provide potential employees
Worksource North Seattle	Job Seeker	External	Provide potential employees
Seattle University	Job Seeker	External	Provide potential employees
North Seattle Community College	Job Seeker	External	Provide potential employees
Starbucks	Sponsor	External	Fund event
Washington State Convention Center	Venue/Ve ndor Host	External	Host event

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