

Stakeholder Management Plan

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### Stakeholder Register

#### Stakeholder Register for Job Fair

**Prepared by: Group 3**

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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 & Graphics Designer	External	Responsible for creating Job Fair logo and theme-art; designing brochures, posters, 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
Work Source 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/Vendor Host	External	Host event

### Stakeholder Management Plan

The Project Manager will ensure that all Stakeholders are engaged during the entire life of the Job Fair project as per the Stakeholder Management Plan. The table below explain in detail the Stakeholder Group; Goals, Motivations, and Interests; Influence, Interest, Actions, and Strategies that will be taken during the Job Fair project.

Stakeholder group	Goals, motivations, and interests	Influence	Interest	Action	Win/win strategies
Senior Management Board	The successful delivery of the project on budget and on time.	High	High	Key player	Sign off of key decisions and stages via existing channels.
External Relations Office/Communications Office	Maintaining a positive public image for the university, its staff and students.	High	High	Key player	Partner in the development and delivery of the communication plan.
Catering Maintenance Cleaning	Ability to continue business as usual and potential impact on existing contracts.	Low	High	Show consideration	Show consideration via regular updates and provide clear channels for expressing concerns.
Fire service	Compliance with regulations and fire safety.	High	Low	Meet requirements	Ensure all projects follow correct procedures. No additional action.

**Communication Matrix:**

The Project Manager will ensure that the stakeholders, project team, and others understand the responsibility of effectively communicating the internal needs of the project. This plan represents the how and the when for reviews, meetings, reports, and announcements: the deliverables, the description, the delivery method, the frequency, the owner, and audience used during the delivery of information of the community job fair. These details are summarized below in the following matrix.

[**PM**=Project Manager, **PT**=Project Team, **OA**=Office Admin., **Wkly**= Weekly, **Mtg.** = Meeting]

	<b>Deliverable</b>	<b>Description</b>	<b>Delivery Method</b>	<b>Frequency</b>	<b>Owner</b>	<b>Audience</b>
<b>Reviews and Meetings</b>						
	Stakeholder Mtg.	Mtg. Approval, Status	Face-to-Face, Virtual	Mos, Emergent	PM	Stakeholder, PM
	Kick Off Mtg.	Mtg. discuss and make assignments	Face and Confirm Email	10/14/2014	PM	Project Team
	Face-to-Face Mtg.	Status Mtg.	Face-to-Face	Wkly	PM	Project Team
	Team Meeting	Status, Assignments	Virtual, Face, Email	Bi-Weekly	PM	Project Team
<b>Reports</b>						

	<b>Deliverable</b>	<b>Description</b>	<b>Delivery Method</b>	<b>Frequency</b>	<b>Owner</b>	<b>Audience</b>
	Wkly	<b>Status Updates:</b> Activities, Budget, Logistics, Marketing, Vendor, Graphic	Email, Sharepoint t Link	Wkly	Risk Manager	Project Team
<b>AD HOC Reports</b>						
	Changes	Changes, Constraints	Email, Virtual	Emergent	Risk Manager	Stakeholders , Project Team
<b>Project Announcements</b>						
	Activity Reminders	Task schedule reminders	Email, Virtual	Wkly	OA, Risk Manager	Activity Owner

(Microsoft Office Template, 2014)

### Project Team Responsibility Matrix:

[R=Responsibility, A=Assist, S=Support, C=Consult]

<b>Tasks</b>	<b>Jeremy</b>	<b>Amanda</b>	<b>Reese</b>	<b>John Smith</b>	<b>Jane Smith</b>
<b>Designate Team</b>	R	A	S	S	S
<b>Initial Planning Mtg.</b>	A	R	S	S	S
<b>Individual Team Planning</b>	S	C	R	S	S
<b>Team Coordination Mtg.</b>	S	S	R	S	S
<b>Cost Analysis</b>	R	A	C	S	S
<b>Budget Allocation</b>	A	S	C	C	R
<b>Logistics Coordination</b>	S	R	S	S	S

Tasks	Jeremy	Amanda	Reese	John Smith	Jane Smith
Marketing Coordination	S	S	R	C	S
Employer Coordination	S	A	S	R	S
Graphic Design	C	C	C	S	S
Stakeholders Mtg.	R	C	S	S	S
Job Fair Execution	R	A	S	S	S
Project Close Out	R	S	S	S	S

(Microsoft Office Template, 2014)

### Required Documents:

The following documents are included:

[S=Stakeholders, **PM**=Project Manager, **PT**=Project Team, **OA**=Office Admin., **A**= All]

Document	Recipients	Responsibilities	Update frequency
Responsibility Matrix	PM, PT, OA	PM	OA
Communication Plan	A	PM, PT, OA	PM
Risk and Issue Management Document	PM, PT, OA	PM, PT, OA	PM
Change Control Document	S	PM, PT, OA	PM
Project Timeline	PM, PT, OA	PM, PT, OA	OA

(Microsoft Office Template, 2014)

### Reference

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