Instructions: Using your Week 2 Business Case complete the following Stakeholder Register Exercise (Exhibit 6.4 on page 183 of the Kloppenborg text) and Project Communication Matrix (Exhibit 6.9 on page 192 of the Kloppenborg text). Templates based on these exhibits have been provided below.

Copy and paste the Business Case from Week 2 in the space below (ensure it is single spaced, Times New Roman 12-point font). Fill in ten (10) identifiable stakeholders from your selected project. At least six (6) of the ten (10) need to be specific stakeholders that must be key and internal within the overall execution and completion of the project. This means that they will be a primary part of completing the project and will be integral to the planning and execution phases of the project. Then fill in the required information as provided in the Kloppenborg text for the Register and the Matrix.

Your identified stakeholders need to be specific. For example, listing City Government is not specific enough. What department of the city government are you referring too? Is it several? A construction project could include engineering, planning and zoning, public works and even mayor/council. Quality of analysis and critical thought are more important in this exercise than total number of stakeholders identified. If you can breakdown an identified stakeholder group into smaller groups then you have not been specific enough. Do not leave out obvious stakeholders. Be thorough and be specific.

Copy and Paste the Business Case from Week 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STAKEHOLDER REGISTER | | | | |
|  | Stakeholder | Interest in Project | Priority | Support/Mitigation Strategies |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT COMMUNICATION MATRIX | | | | | |
|  | Stakeholder | Project Info Needs | Stakeholder Info Needs | Methods | Timing |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |