

Kitchen Remodel Communications Plan

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Effective Communication for Managing Projects

PMGT-502

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October 9, 2016

## Stakeholder Register

This stakeholder register is an excerpt from PMGT 502 Group 4 Final Communication Plan submission.

- Stakeholder Register:
  - The stakeholder engagement matrix (RACI Matrix), Figure 6, lists all identified stakeholders for the Kitchen Remodel Project and the determined level of engagement (**R**esponsible, **A**ccountable, **C**onsulted, and **I**nformed).

Project:		Kitchen Remodel				
Version:		0	Issue Date:		9-Oct-16	
Name		Role	Responsible	Accountable	Consulted	Informed
Last	First					
Speaks	Scott	Project Manager				
Srock	Benjamin	Finance/ Procurement Lead				
Williams	Eien	Construction Lead				
Skaggs	Tamara	Communications Lead				
Sorrells	Katy	Quality Lead				
Dinglehopper	Homer	Owner				
Dinglehopper	Francine	Owner				
Inspector		Inspector				
Dover	Ben	Mortgage Lender				

*Figure 6: Stakeholder Engagement Matrix*

- Stakeholder Management Strategy:
  - The Management Strategy for the Kitchen Remodel project is projected in Figure 7. The strategy reveals key expectations, areas of concerns, and notes in regards to expected project execution and outcome.

Project: Kitchen Remodel							
Version: 0		Issue Date: 9-Oct-16					
Name <i>Last First</i>		Role	Power (H/L)	Interest (H/L)	Objectives	Concerns	Notes
Speaks	Scott	Project Manager	H	H	Successful and ontime delivery of project.	Successful mitigation of escalated items. Implementation of best practices from lessons learned.	Required progress updates daily.
Srock	Benjamin	Finance/ Procurement Lead	H	L	Alignment to approved budget. Procurement of require licenses and permits. Successful delivery of completed project with continuous safe working environment.	Lack of adherence to budget.	EVMS utilized to track budget/ expenditures
Williams	Eien	Construction Lead	H	H	Adherence to applicaple code and regulations. Adherence to approved project plan, materials, and processes. Mitigation of all esclated items.	Adherence to applicable safety procedures. Resource/Contractor availability.	Daily safety meeting with worksite team
Skaggs	Tamara	Communications Lead	L	L	Timely correspondence with project manager, team, and key stakeholders.	Maintenance of effective and transparent communication with project manager, team, and stakeholders.	Management of Stakeholder Expectations
Sorrells	Katy	Quality Lead	H	H	Delivery of rennovated kitchen aligned to agreed specifications.	Evolving codes and regulations applicable to project.	
Dinglehopper	Homer	Owner	H	H	Project work completed within applicable county/state codes.	Completion of desired rennovation to agreed specifications.	
Dinglehopper	Francine	Owner	H	H	Increased value of home.	Code violations	
Inspector		Inspector	H	L			
Dover	Ben	Mortgage Lender	L	H		Decrease in value of the home.	

Figure 7: Stakeholder Management Strategy