

Kitchen Remodel Communications Plan

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Effective Communication for Managing Projects

PMGT-502

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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 <i>Last First</i>		Role	Responsible	Accountable	Consulted
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.

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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. Succesful 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	Timely correspondence with project manager, team, and key stakeholders.	Adherence to applicable safety procedures. Resource/Contractor availability.	Daily safety meeting with worksite team
Skaggs Tamara	Communications Lead	L	L	Adherence to applicapble code and regulations. Adherence to approved project plan, materials, and processes. Mitigation of all esclated items.	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		Code violations	
Inspector	Inspector	H	L		Decrease in value of the home.	
Dover Ben	Mortgage Lender	L	H			

Figure 7: Stakeholder Management Strategy