

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.

| 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. 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