POTENTIAL RISKS AND ISSUES

Concerns

Limited availability for project meetings due to conflicting schedules

Risks

Misinterpretation of project goals leading to misaligned expectations

Issues

Possible delays in decisionmaking due to stakeholder time constraints

MITIGATION STRATEGIES

Strategies for Concerns

Offer flexible meeting times to accommodate stakeholder availability

Strategies for Risks

Develop detailed project documentation for clarity and shared understanding

Strategies for Issues

Establish alternative communication channels for urgent decisions

HIGH IMPACT

ACT COMMUNICATION PREFERENCES

How to Receive Information

In-person briefings and regular access to an interactive project dashboard

How Often

Weekly in-person briefings; real-time access to project dashboard

POTENTIAL RISKS AND ISSUES

Concerns

Lack of clarity on project milestones affecting stakeholder engagement

Risks

Scope changes impacting project timelines and resource allocation

Issues

Potential for miscommunication regarding project updates

MITIGATION STRATEGIES

Strategies for Concerns

Provide detailed milestone reports and conduct interactive sessions

Strategies for Risks

Implement a robust change control process with stakeholder involvement

Strategies for Issues

Establish a clear communication protocol to avoid misunderstandings

STAKEHOLDER C

STAKEHOLDER A

STAKEHOLDER MANAGEMENT MAP

STAKEHOLDER D

STAKEHOLDER B

Concerns

Budget constraints potentially impacting project resources

Risks

Resistance to project changes from team members affecting overall progress

Issues

Possible delays in approvals and decision making processes

POTENTIAL RISKS
AND ISSUES

Strategies for Concerns

Explore cost-effective alternatives and present well reasoned proposals

Strategies for Risks

Conduct change management workshops and address concerns proactively

Strategies for Issues

Implement streamlined approval processes for faster decision-making

MITIGATION STRATEGIES

How to Receive Information

COMMUNICATION

PREFERENCES

How to Receive Information

Via concise email updates and

bi-weekly progress meetings

How Often

Bi-weekly email

updates monthly

progress meetings

Monthly progress reports via a secure online portal

How Often

Monthly progress reports; as-needed secure portal updates

COMMUNICATION PREFERENCES

How to Receive Information

Regular conference calls and participation in project status webinars

How Often

Bi-monthly conference calls; quarterly project status webinars

COMMUNICATION PREFERENCES

Concerns

Perceived lack of stakeholder involvement affecting project direction

Risks

Technical challenges potentially impacting project implementation and success

Issues

Possible misalignment between stakeholder expectations and project outcomes

POTENTIAL RISKS
AND ISSUES

Strategies for Concerns

HIGH INTEREST

Schedule regular check-in calls to maintain stakeholder engagement

Strategies for Risks

Engage IT support for proactive issue resolution and risk mitigation

Strategies for Issues

Conduct periodic alignment sessions to ensure stakeholder expectations are met

MITIGATION STRATEGIES



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COMMUNIC

LOW IMPACT