 **Dutch Brothers Plus** Tel: 530-315-4839

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|  |  |  |  |
| Oct 07, 2018  |  |  | 1200  |

Jeffery Morse, PM

Dutch Brothers Plus

*Dutch Brothers Plus Building Plan*

## Project Stakeholder Management Plan

The project stakeholder management plan is a component of the project management plan and identifies the management strategies required to effectively engage stakeholders. The level of details can vary based on the needs of the project.

### REVISIONS AND DISTRIBUTION

|  |  |  |
| --- | --- | --- |
| **Revision** | **Release date** | **Distributed to\*** |
| Client | Consultant | Main office(s) | Project Manager | Procurement Manager | Quality Manager | Costs Manager | Building and Planning | Contractor | Sub-contractors | Suppliers |  |
| Rev. 0 (draft) | 29/10/2013 |  |  |  |  |  |  |  |  |  |  |  |  |
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\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

#### Amendments

The Project Stakeholder Management Plan may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system will be a normal continuous numbering displayed in the lower right corner of each page. If pages must be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating, “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

### PROJECT SPONSOR APPROVAL

|  |  |  |
| --- | --- | --- |
| **Prepared by:**  | **Reviewed by:**  | **Approved by Proj. Sponsor:**  |
| HQ, 07/10/2018  | Place, dd/mm/yyyy  | Place, dd/mm/yyyy  |
|   |   |   |
| Jeffery Morse, PM Designation  | Name Designation  | Name Designation  |

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### STAKEHOLDER MANAGEMENT APPROACH

### The processes required to identify people, groups or organizations that may be impacted by the project are anyone that is either directly or indirectly impacted by the project construction phase. To develop management strategies for effectively engaging stakeholders one must first identify these stakeholders. Please note that this Stakeholder Management Plan is only concerned with the DBP-Store sub project. For the Stakeholder management plan for the entire project please inquire with the Control Board or the Main Project PM.

### STAKEHOLDER IDENTIFICATION

Any person or business that is directly or indirectly effected by the construction of the DBP-Store. It is taken for granted that all employees, contractors, and sub-contractors are affected and there for most are not included in the list below. Also, all financial providers whether an institution or personal loan is not included. Instead the list centers on those who may be affected concerning only the sub-project and construction phase and not the main project.

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| *DBP**Project Stakeholder Management Plan* Stakeholder Register

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Full name**  | **Position**  | **Role in the project**  | **Contact information**  | **Requirements**  | **Expectations**  | **Influence level**  | **Power** **level**  |
| *[last name, first name]*  | *[Company, designation]*  | *[e.g. owner, resident etc.]*  | *[phone, mail]*  | *[requirements 1, 2, 3]*  | *[expectation 1, 2 ,3]*  | *[high]*  | *[supporter]*  |
|  Owner  |  Full Stop | business |  TBA |   | The Stores opposite the site will be affected  | High |  |
|  Starbucks |  Starbucks |  business |  TBA |   |  The Starbucks in the College will lose customers | High |   |
| City, Traffic |   |  Resident |  TBA |   | Traffic may be interrupted during construction  |   |   |
|  Control Board |  Management Team |  Controller |  TBA | On time, Good Quality, In Budget |  Requires Weekly Reports |  High | Supporter  |
|  Jeffery Morse | Owner  |  CEO /PM |  TBA |  On time, Good Quality, In Budget | Daily  | High  |  Supporter |
| Yuba County  |  Building Inspectors |  QC |  TBA |  County Code Adherence. |  Weekly |  High |   |
|  DBP-PCM |  Project Cost Manager |  DBP-PcM |  TBA | Costs Schedule  | Daily Reports  |  High | Supporter  |
|  DBP-QM |  Quality Assessment |  QA-QC for DBP |  TBA |  Stopping overruns from re-work |  Daily Reports |  High |  Supporter |
|  OSHA, DBP SM |  Safety |  Safety Manager |  TBA | Stopping overruns do to injury.  |  Daily Reports |  High |  Supporter |

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#### Power/Interest Grid

|  |  |  |  |
| --- | --- | --- | --- |
| **Power** | **High** | Keep satisfied  | Manage closely  |
| **Low** | Monitor  | Keep informed  |
|  | **Low**  | **high**  |
|  **Influence**  |

### STAKEHOLDER MANAGEMENT STRATEGIES

In effectively engaging the stakeholders throughout the project life cycle, the following list categorizes them based on their needs, interests, and potential impact on project success.

#### Manage closely

Safety, Quality, and all those concerned with these areas

#### Keep satisfied

County and City Planning and Building, OSHA, any Financial Institution.

#### Keep informed

Client, Control Board, all Managers, County and City Planning,

Monitor

Local business, Traffic Interruptions

### CONTROL STAKEHOLDER ENGAGEMENT

Stakeholder involvement will be monitored according to the project plan. If it is found that reporting, or involvement needs adjusting due to a need for more current information or information too often adjustments will be made to satisfy any need the stakeholders genuinely need.

**ATTACHMENTS:**

|  |  |
| --- | --- |
| Attachment 1  |   |
| Attachment 2  |   |