



Technology Project Management

Unit 2 Homework

Jira MVP Stakeholder Management Plan

Stakeholder Register

Instructions: Read through this chart to familiarize yourself with the stakeholders involved in this project. Use this information as a reference to complete the remaining sections.

Stakeholder	Core Information	Motivations	Barriers	Communication Preferences
All Jira End Users	Software Development team members	Software making their jobs easier and more efficient	Full-time jobs at own companies	1. Email 2. Web conference
Jira MVP User Testers	Software Development team leaders; expert Jira users	Being first to try new products; efficient team management	Full-time jobs at own companies	1. Email 2. Web conference
Project Manager	3 years as business analyst, new to project management	PSM1 certification; leading scrum team	New to Jira administration and board setup, but savvy user as a business analyst	1. Slack 2. Email 3. In person 4. Web conference
Product Manager	10 years as a product manager at Atlassian	Happy users!; increased product adoption	Travels to companies a lot; requires advance notice for meetings	1. Email 2. Web conference
Business Analyst	New to Atlassian; 5	Working with users to fully	Only available for meetings	1. Email 2. Slack

	years as a business analyst with Google	understand their needs; enjoys group work; interested in being a tester one day	from 9–3 p.m. due to home priorities; works 8–10 p.m. to finish work day	3. In person 4. Web conference
Software Developers	Experienced development team with Atlassian for 3+ years	Working remotely; code-sharing opportunities; tech humor	None	1. Slack 2. Email 3. Web conference
Software Testers	1 year at Atlassian; 3 years experience with other IT companies	Problem-solving challenges; opportunities for automation; recognition	Testing platform shared with other products	1. Slack 2. Email 3. In person
System Administrator	first job out of college; very tech savvy	Continuous learning opportunities; being trusted to work with minimal guidance; quiet work space	Social anxiety; admin for 2 products	1. Slack 2. Email 3. Web conference
Atlassian CFO	2 years as CFO at Atlassian; 27 years prior CFO experience	Staying within budget; being treated as one of the team; ability to travel	Oversees many company initiatives	1. Email to his admin assistant 2. Web conference 3. Phone

Power and Interest Grid

Instructions: Fill in the name(s) of recipients, frequency of communication, method of communication, and role responsible for sending the communication. The first row is filled in as an example.

Power	5	Keep Satisfied ● Project Manager ● Product Manager ● Software Developers		Key Player ● Atlassian CFO ● Software Testers ● System Administrator		
	4					
	3					
	2	Minimal Effort		Keep Informed ● Jira MBP User Testers ● Business Analyst ● All Jira End Users		
	1					
		1	2	3	4	5
		Interest				

Role	Power (1–5)	Interest (1–5)	Quadrant
All Jira End Users	2	5	Keep Informed
Jira MVP User Testers	2	4	Keep Informed
Project Manager	5	5	Keep Satisfied
Product Manager	5	4	Keep Satisfied
Business Analyst	2	4	Keep Informed
Software Developers	4	3	Keep Satisfied
Software Testers	3	3	Key Player
System Administrators	3	4	Key Player

Atlassian CFO	5	3	Key Player
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Stakeholder Communication Matrix

Instructions: Fill in the name(s) of recipients, frequency of communication, method of communication, and role responsible for sending the communication. The first row is filled in as an example.

Communication	Recipients	Frequency	Method	Sender
Kickoff Meeting	• Project Manager • Product Manager • Business Analyst • Developers • Testers • System Admins • CFO	One time only	• Face to face • Web Conference	Project Manager
Technical Project Team Meetings	- Project Manager - Product Manager - Developers - Testers	Daily	- In person - Web conference	Project Manager
Leadership Updates	- CFO	Monthly	- Email to assistant - Web conference	Project Manager
Monthly Leadership Status Meetings	- Project Manager - Product Manager	Monthly	- In Person - Web conference - Email	Project Manager
Requirements Elicitation Sessions	- Project Manager - Product Manager	Daily at start of project	- In person - Web conference - Email	Business Analyst
Technical Design Meetings	- Project Manager - Product Manager - Developers	One time only	- In person - Web conference - Email	Developers
Test Planning Meetings	- Project Manager - Product Manager	One time only	- In person - Web	Project Manager

	- Developers - Testers		conference - Email	
Issue/Risk Review Meetings	- Project Manager - Product Manager - Developers - Testers	Weekly	- In person - Web conference	Project Manager
MVP Test Planning	- Project Manager - Product Manager - Developers - Testers	One time only	- In person - Web conference	Product Manager
MVP Testing	- Project Manager - Testers	Daily	- In person - Web conference - Email	Project Manager
MVP User Training	- Project Manager - Business Analyst - Testers - End Users	One time only	- In person - Web conference	Project Manager

Responsible, Accountable, Consulted, Informed (RACI) Matrix

Instructions: Fill in each cell with R, A, C, or I as appropriate to assign the correct level of responsibility for project tasks to shareholders.

- **Responsible:** Assigned to the people who will do the work.
- **Accountable:** Assigned to the one person for a task who is in charge of the work and approvals.
- **Consulted:** Assigned to the people who will provide information to responsible persons to accomplish the task.
- **Informed:** Assigned to the people who receive communications about the work, but do not participate in completing the task.
- **Blank:** If the specified role does not need to be made aware of the task.

	All Jira Users	Jira MVP User Testers	Project Manager	Product Manager	Business Analyst	Software Developers	Software Testers	System Administrators	CFO
Project Plan			A, R	R	C	C	C		I
Sprint Planning			A, R	C	C	R	C		
Weekly Status Updates			A	C	I	R	R	I	
Monthly Leadership Project Status Meetings			R	C	C	I	I	I	A
Requirements Documentation			A, R	R	I	I	I		I
Design Documentation			A, R	R	I	R	I	I	I
Test Plans			A, R	R	C, I	R	R	C	I
Defect Log			I	I		R	A		
Risk Matrix			A, R	R	C	C	C	C	I
MVP Test Plan			A, R	C	C	R	R	I	
MVP User Training	I	I	A, R	C	I				
User Release Notes	R	A, R	C	C	I			I	I