

## Stakeholder Engagement Plan

Stakeholder	Power	Interest	Comm Frequency	Comm Method	Information Required
Client – Richard Naylor	High	High	Weekly	Email, phone	Project status updates
Neighbours	Low	High	Monthly	Email	Information on potential disruptions and solutions
Project Manager – Francine McKay	High	High	Daily	Email, weekly meetings	Project updates
Architect – Samuel Briggs	High	Low	Weekly	Email	Revision requests
Contractors	High	High	Daily	Daily standup meetings	Today's task list

## Engagement Log

<b>Date</b>	<b>Stakeholder Role</b>	<b>Comm Method</b>	<b>Summary of Interaction</b>	<b>Action Items/Follow-ups</b>
03/09/24	Client	Email	Confirm foundations have been marked out and excavations will begin this week.	Confirm when excavation is complete
04/09/24	Neighbours	Email	Addressed concerns raised about the impact of trucks on a relatively narrow street. Confirm concrete truck will only cause issues at select times	Email in a month to check whether the trucks have caused a problem
03/09/24	Project Manager	Team meeting	Discussed project status	Provide list of subcontractors to be used in the next project phase.
03/09/24	Architect	Email	Confirmed project status	Confirm when excavation is complete
03/09/24	Contractors	Daily standup meeting	Reviewed current progress and provided instruction on today's tasks	Confirm plan for tomorrow.