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STAKEHOLDER MANAGEMENT PLAN

FOR

ONSHORE GEOPHYSICAL AND GEOTECHNICAL INVESTIGATION FOR PROJECT C803A

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1. INTRODUCTION

The purpose of this Stakeholder Management Plan is to define the requirements, processes, and techniques for engaging stakeholders based on an analysis of their needs, interests, and abilities to impact the project.

The objectives of the Stakeholder Management Plan are to document and communicate how information will be disseminated to, and received from all stakeholders connected with the project.

The SMP shall therefore:

- Identify who the stakeholders are
- Establish the requirements of each stakeholder
- The requirements of the project to receive information and/or obtain approvals from stakeholders
- Analyse the power and interest of each stakeholder
- Define the means and frequency of communication with each stakeholder

2. IDENTIFYING STAKEHOLDERS

As part of the project planning process, the project management team shall identify potential stakeholders against the following criteria:

- Will the person or their organization be directly or indirectly affected by this project?
- Does the person or their organization hold a position from which they can influence the project?
- Does the person have an impact on the project's resources (material, personnel, funding)?
- Does the person or their organization have any special skills or capabilities the project will require?
- Does the person potentially benefit from the project or are they in a position to resist this change?

Stakeholders may include BOTH internal and external personnel or organisations.

Internal stakeholders might include the project team, including contractors and vendors, as well as top management, resourcing directors, accounting department members, and others who want to see the project run efficiently and profitably.

External stakeholders are individuals or groups outside the organization who could be impacted by the project or those who govern policy that influences and could affect the project. Such groups might include the client, regulatory bodies, vendors, etc. Besides identifying and classifying all stakeholders, it is important to include everyone who will be even tangentially impacted by the project.

Once identified, all Stakeholders shall be recorded in the Stakeholder Management Register. See Appendix A.

3. STAKEHOLDER ANALYSIS

Once identified, Stakeholders shall be analysed to determine their influence and interest in the Project. Determining the Stakeholder influence and interest begins during the initial project

planning stage and continues throughout the succeeding planning and execution phases. In the initial phase, Stakeholders are identified and analysed as thoroughly as possible, given the project information known at that time. The analysis involves determining the following for each Stakeholder identified:

- Project Influence/Power – How much control does the Stakeholder have over project decisions regarding project cost, schedule, scope and ultimate success?
- Project Interest – How much vested interest does the Stakeholder have in the project?

To assist with this analysis and to assist focussing on key stakeholders, a power / influence grid can be adopted – see below.

	High Impact	Low Impact
High Influence	A. Manage closely; keep informed and solicit ongoing input and participation	B. Keep informed; meet their needs
Low Influence	C. Manage, but less closely; periodically keep informed and solicit input	D. Monitor periodically

The results of this analysis shall be included in the Stakeholder Management Register.

4. STAKEHOLDER MANAGEMENT AND COMMUNICATION

Stakeholder Management shall focus on methods, content, direction, and frequency of communication required by each of the Stakeholders. Once the best means of communicating with stakeholders is established these details shall be entered in the Stakeholder Management Register.

Management strategies identified in the Stakeholder Management Plan shall be performed and monitored as in any other scheduled project activity. The Project Management team shall include a review of Stakeholder management activities during project progress meetings.

The Stakeholder Management Plan and Register shall be reviewed and assessed on a regular basis to determine:

- If the project team is effectively engaging Stakeholders
- If the Stakeholder levels of interest or impact have changed
- Whether more needs to be done to obtain the needed level of Stakeholder support

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