



PIMA COUNTY PROJECT MANAGEMENT AND GATE PROCESS MANUAL

GUIDANCE FOR ESTABLISHING A STAKEHOLDER LIST



Document Overview

Stakeholders provide key project input for a variety of issues during the project. The intent of defining stakeholders is to assign key staff to provide the specific input for applicable issues and risks for the development of the Project Charter, and avoid potential miscommunication or review of key project areas. This stakeholder list is intended to provide a starting point for project managers when deciding on key stakeholders appropriate for a particular project. The list below contains typical project issues which should have a stakeholder defined.

Areas of Concern Considered for Specific Stakeholder Involvement

Scope	Real Property/ROW	IGA's or Agreements	Public Outreach
Budget	Cultural Resources	Alternative Delivery	Public Art
Funding	Environmental Issues	Procurement Coord.	Political Issues
Project Status	Utility Coordination	IT Dept. Coordination	Construction Trends
Regulatory Issues	Site Constraints	Maintenance/Ops Coord.	
Design Standards/Req.	Required Permits	Field/Inspection Coord.	

Service Groups Stakeholders

Of these areas listed above, the following are handled by specific service groups, and are consistent in all departments.

Real Property/ROW	Real Property Manager (or designee)
Cultural Resources	Office of Sustainability and Conservation, Cultural Program Coord.
Utility Coordination	PCDOT, Utility Coordinator
Alternate Delivery	Procurement, Design and Construction Manager
Procurement Coordination	Procurement, Design and Construction Manager
IT Department Coordination	ITD, Relationship Manager
Public Art	TPAC, plus any internal manager as identified
Public Outreach	PCDOT, Community Relations Manager



Internal Stakeholders

The remaining areas of concern will require an internally generated list of stakeholders, dependent on the scope of work of the project. This list can be personalized specifically by each department.

Scope	Department Director (or Div Mgr)
Budget/Funding	Department Director (or Div Mgr), Project Controls staff if applicable
Regulatory Issues; Required Permits	CIP Division Manager, Development Services, or other internal contact (such as RFCD).
Environmental Issues	Department Environmental Coordinator, or PM
Design Standards/ Requirements; Site Constraints	CIP Division Manager, Planners or Technical Reviewers. May include internal specialists outside of the department depending on project scope.
IGA's or agreements	Department IGA coordinator, Department assigned Legal Rep.
Maintenance/Ops Coordination	Future Managing Department M&O Staff
Field/Inspection Coordination; Construction Trends/Issues	Field Engineering Manager or Construction Mgt Staff if internally inspected managed.
Political Issues	Department Director (and County Administration as required)

External Stakeholders

Finally, external input may be required during project development, design, and construction.

User Groups	If applicable, external users or clients for the project.
Outside Jurisdiction	Local Jurisdictions - if project is externally delivered/located
Outside Agency	If specific coordination is required, perhaps due to funding source or permits & approvals that are required.