City of **Saskatoon**

North Commuter Parkway

Prepared by: Dan Willems, Special Projects Manager
Original: February 19, 2013
Revised: October 31, 2013

Stakeholder Role Profile

These questions will encourage the project team to consider a wide variety of stakeholders. Use these questions to identify as many stakeholders as possible, both primary and secondary.
After generating the list, you may decide some of the stakeholders are represented by other stakeholders or will have so little involvement in the project that you don't need to consider them and you may remove them from your list.

This list is a starting point

Add questions to this list that fit your project. If you miss an important stakeholder on one project, add a question to this list that will cause the next project team to identify that stakeholder.

For each of the questions below answer the question: "Who…?"

Question	All stakeholders that apply. Use people's names whenever possible.
1) Approves funding for this project?	• City Council • Senior Government Partners • Murray Totland (City Manager) • Finance • Mike Gutek (Project Champion)
2) Approves functional requirements?	• City Council • Murray Totland (City Manager) • Mike Gutek (Project Champion) • Angela Gardiner (IS-Trans)
3) Approves technical requirements?	• Mike Gutek (Project Champion) • Dan Willems (Project Manager) • Angela Gardiner (IS-Trans) • Rob Frank (US-SS)
4) Approves design decisions?	• Mike Gutek (Project Champion) • Dan Willems (Project Manager) • Angela Gardiner (IS-Trans) • Rob Frank (US-SS)
5) Approves changes to requirements?	• City Council • Murray Totland (City Manager) • Mike Gutek (Project Champion) • Dan Willems (Project Manager) • Angela Gardiner (IS-Trans) • Rob Frank (US-SS)
6) Approves changes affecting schedule?	• Mike Gutek (Project Champion) • Dan Willems (Project Manager)
7) Approves changes affecting cost?	• City Council • Senior Government Partners

Question	All stakeholders that apply. Use people's names whenever possible.
	• Murray Totland (City Manager) • Finance • Mike Gutek (Project Champion) • Dan Willems (Project Manager)
8) Will use the product or service produced by the project?	• Commuter Traffic
9) Set the organizational goals that drive the necessity of this project?	• City Council • Murray Totland (City Manager) • Mike Gutek (Project Champion) • Angela Gardiner (IS-Trans)
10) Will assign people to the project team and determine the hours per day they work on the project?	• Murray Totland (City Manager) • Mike Gutek (Project Champion) • Angela Gardiner (IS-Trans) • Rob Frank (US-SS) • Doug Drever (CMO-CPT)
11) Approves contracts for suppliers?	• City Council (RFPs Over $75k) • Murray Totland (RFPs Over $50k) • Mike Gutek (RFPs Under $50k)
12) Is the manager or executive championing this project (will use their authority on behalf of the project team to overcome organizational obstacles)?	• Mike Gutek (Project Champion)
13) Will manage the project (provide leadership to assure tasks are assigned and completed on time, cost and schedule are monitored, issues are identified and resolved)?	• Dan Willems (Project Manager)
14) Represents organization policies governing this project (Governance Committee)?	• Murray Totland (City Manager) • Mike Gutek (Project Champion)
15) Represents regulations or laws affecting this project?	• Saskatchewan Environment (Project Description and Aquatic Habitat Protection) • Fisheries and Oceans Canada/Environmental Assessment (application for Authorization for Works or Undertakings Affecting Fish Habitat) • Transport Canada/Navigable Water Protection Program/Environmental Assessment (application to Navigable Water Protection Program) • Environment Canada/Canadian Environmental Assessment Agency (erosion and sediment protection, groundwater flow and recharge, wildlife habitat) • Saskatchewan Water Security Agency • Saskatchewan Ministry of the Environment • Meewasin Valley Authority (consultative development review) • Wanuskewin Heritage Park (consultative

Question	All stakeholders that apply. Use people's names whenever possible.
	development review)
16) Will have their work disrupted by this project?	• N/A

17) Will have to change their systems or processes because of this project?	• Additional Inventory:
	  ○ Paul Bracken (US-PW)
	  ○ Rob Frank (US-SS)
	  ○ Mitchell Parker(US-SS)
	  ○ Todd Grabowski (US-SS)
	  ○ Goran Lazic (IS-Trans)
	  ○ Saskatoon Light & Power

18) Will benefit from this project? (If this is a large group, who will represent this group?)	• City Council (Commuter Traffic)
19) Will perform the work on this project? (This includes all vendors and subcontractors as well as employees)	• Dan Willems (Project Manager) • Doug Drever (Project Executive) • Linda Andal (Financial Lead) • Keith Pfeil (Land Acquisition) • Cindy Yelland (Legal Lead) • Carla Blumers (Comm. Coordinator) • Leanne Nyirfa (Comm. Consultant) • Josh Quintal (Environmental Support) • Angela Gardiner (IS-Trans) • Don Cook (IS-Trans) • David LeBoutillier (IS-Trans) • Goran Lazic (IS-Trans) • Rob Frank (US-SS) • Mitchell Parker (US-SS) • Todd Grabowski (US-SS) • Paul Bracken (US-PW) • Brendan Lemke (US-SL&P) • Trisha Nupdal (IS-Trans) • Lee Thomas (IS-Trans) • Dave Rumpel (F&PS) • Sherry Ruddick (SPS) • MVA • Wanuskewin • Clifton (Pre-Screening Study) • CIMA+ • Stantec • KPMG • Legal Advisor • Financial Advisor • Fairness Advisor • Senior Government Partners • Errol Lobo (PPP Canada) • Project Company

Stakeholder Analysis Checklist

Revision History:

Revision Date	Revised By	Description of Change
February 19, 2013	Dan Willems	Initial version.
April 23, 2013	Dan Willems	Updated stakeholders.
October 31, 2013	Dan Willems	Updated stakeholders.