**Directions**

Stakeholders should be involved at various level and stages of the project. To ensure proper engagement, use this worksheet to document your School, College or Division’s P-File Imaging team.

*Prior to assembling your P-File Imaging team, discuss the project with your leadership. Leadership approval, support, and commitment is critical to success in implementing P-File Imaging.*

|  |  |
| --- | --- |
| **Stakeholders** | **Member Name and Comments** |
| Leadership  |  |
| Divisional HR staff who will participate in project |  |
| Other project members needed to oversee and assist with implementation (e.g., student help) |  |
| Local IT support staff needed to assist with IT implementation and ongoing support |  |
| Others who should be involved in making-decisions (e.g., financial) |  |
| Other end users and stakeholders |  |