Stakeholder Feedback and Approval Documentation

Project Title

Redesign of Corporate Intranet Portal

Document Purpose

This document captures stakeholder feedback and records their formal approval for the redesign of the Corporate Intranet Portal.

Stakeholder List

Name	Role	Department	Contact
Alice Tan	Project Sponsor	Executive	alice.tan@company.com
Brian Lee	IT Manager	IT	brian.lee@company.com
Clara Ng	HR Lead	Human Resources	clara.ng@company.com

Summary of Stakeholder Feedback

Stakeholder	Feedback	Date	Resolution/Action
Alice Tan	Requested more visual dashboards on homepage.	2024-05-12	Dashboard module added to navigation.
Brian Lee	Suggested single sign-on integration.	2024-05-13	Single sign-on included in sprint plan.
Clara Ng	Requested training materials for new design.	2024-05-19	Training materials developed and shared.

Approval Sign-off

Stakeholder Name	Approval Status	Date	Signature
Alice Tan	Approved	2024-06-02	
Brian Lee	Approved	2024-06-03	
Clara Ng	Approved	2024-06-03	

Important Notes

- This document formalizes stakeholder feedback and approvals for project transparency.
- All changes or major decisions should be logged here for future reference.
- Stakeholder approval is mandatory before project progression to the next phase.
- Keep records up to date to ensure alignment among all parties involved.