Project communications management

The project team contract underscores the importance of a clear group communication plan. The purpose of the communication plan is to define guiding principles for effective communication within team. Our project deliverables depend upon collaborative efforts of team members. To facilitate coordination and planning for shared tasks and deliverables, we need project communication plan to be well defined. We further require resources to implement the communication plan. In this project, our group mainly relies on various resources such as mobile IM apps, email, meetings room and shared drive on cloud for documents. We schedule weekly our meetings in meeting rooms on Thursdays. Before tasks assignments availability of each project member over the next week is confirmed and then tasks are communicated over email. All the documents are shared over google drive where all the members can contribute. Telephonic calls are arranged in case some project related exigency crops up. The detailed group communication plan for the project is as described below.

Purpose and scope of communications management plan

The purpose of the Communication Management Plan is to promote the success of the LongHorn Web Consolidation Project by meeting the information needs of the project stakeholders. It defines the project's methods and structure of information collection, screening, formatting, and distribution. This document will provide necessary guideline for project teams regarding the actions and processes necessary to facilitate the critical links among people, ideas, and information which enable project success.

The Project Manager of the LongHorn Web Consolidation Project in collaboration with PMO, will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in the Communication Management Plan. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, how it will be communicated and to whom to communicate. The intended audience of the Communication Management Plan is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out communication plans.

Communication with stakeholders about goals

Since this project consists of a broad range of stakeholders, all of whom may have differing interests and influence on the project, feedback of internal stakeholders was taken regarding

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their communication requirements. The communication channels were accordingly closed upon for this project.

Major Channel used are:

1. **Google Calendar**: Major team meetings are scheduled using google calendar and all communications are recorded through mails. Project manager captures MOMs and shares with the entire team.

2. **Skype**: For video calls, skype will be used. Project team members are notified at least 2 days beforehand in case of any video call.

3. **Slack**: Intraday informal communications are done using slack. Developers can share their codes over dedicated channels in slack.

4. **Github**: All documentation works are stored in shared in this. It is a common repository for everyone in the team and helps in work continuation in case of any change in team structure.

5. **Visual Studio Team Services (VSTS):** VSTS will be used for maintaining the Epics, User Stories and tasks. The Epics and User Stories will be written by the Business Analysts and provided to the Development team. VSTS will also be linked with git repository to track and show the progress. The user stories will be created and assigned on Kanban board.

6. **Bug, task, and issue tracking**: VSTS will again be used to capture and triage bugs raised by Quality Assurance team.

7. **SharePoint**: All the project related document, knowledge documents will be uploaded and shared with stakeholders on SharePoint.

8. **Cisco WebEx:** WebEx meeting sessions will be organized using Cisco WebEx Productivity tool. Before any WebEx meeting, invite will be sent to required stakeholders.

Project Communication Plan

Communication Category	Object of meeting	Audience	Frequency	Method	Owner
Project Initiation	Discussion about the initial scope of the project	Project Sponsors, Project Manager	One-off	Face to Face	Project Sponsor
Project Kickoff Meeting	Introduce project team and the project objective.	Project Sponsor, Project Manager, Business Analyst, Solution Architect, Technical Project Lead	One week before projects starts.	Face to Face and WebEx or Skype for Offsite location	Project Manager
Quarterly Project Status	Reporting the quarterly status of project.	Project Manager, Business Analyst, Solution Architect, Technical Project Lead	It will occur every quarter	Face to face and E-mail	Project Manager
Project Monthly Status Report	Reporting the monthly status of project.	Project Manager, Business Analyst, Technical Project Lead	Every Month	E-mail	Project Manager
Project Weekly Status Report	Reporting the weekly status of project.	Technical Project Lead, Solution Architect, Developer Team	Every week	E-mail	Technical Project Lead
Daily Scrum Calls	Reports the daily task status for each team	Technical Project Lead, Solution Architect, Developer Team	Every Day	Telephonic calls	Technical Project Lead
Design Meetings	Discuss and develop the technical design solutions for the project	Solution Architect, Developer Team	As required	VSTS, Telephonic Skype or WebEx	Solution Architect
Sprint Reviews	Manages scoop creep and timelines for scheduled task after completing the development	Technical Project Lead, Solution Architect, Developer Team	Every 2 weeks	VSTS, GitHub, Slack Telephonic and E-mail	Technical Project Lead
Quality Reviews	Discuss the testing results produced by the QA team to Technical Lead.	Technical Project Lead, Solution Architect, Quality Assurance Team	End of each sprint	VSTS, Email and telephonic discussion	Technical Project Lead

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