Communication Plan
Project Title: Space Monitor

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Method	Purpose	Responsibility	Audience	Frequency	Deliverable
Meeting	Get project requirements, ask question about unclear statements	Supervisor	Supervisor, Dev Team	Once off	List of the project requirements
Meeting(brainstorm)	Create the idea of the project in accordance with the specification	Project Manager	Dev Team	Once off	Concept of the project
Meeting	Discuss the project concept with supervisor, get advices and permission	Project Manager	Supervisor, Dev Team	Once off	Permission for a future development of the concept
Meeting	Reconcile the scope statement of the project with supervisor	Project Manager	Supervisor, Dev Team	Once off	Permission to start actual development of the system
Meeting (brainstorm)	Develop an architecture of the system	Project Manager	Dev Team	Once off	Plan of the system architecture
Meeting (brainstorm)	Identify the technological implementation of the architecture	Project Manager	Dev Team	Once off	Technical plan of the project
Meeting (brainstorm)	Identify the details of data transmission in the system	Project Manager	Dev Team	Once off	Format of the JSON object
Meeting	Spread the project into independent parts with equal scope and spread the roles between developers	Project Manager	Dev Team	Once off	Reconcile roles in the Dev Team
Meeting	Set deadlines, identify steps of the project development	Project Manager	Dev Team	Once off	Plan of the development (Gantt chart)
Meeting	Create a list of hardware for project implementation	Project Manager	Dev Team	Once off	Resource list
Meeting	Demonstrate results to the supervisor	Project Manager	Supervisor, Dev Team	Once off	Feedback from the supervisor
Presentation	Present project in University	Project Manager	Supervisor, Dev Team, other students and teacher	Once off	Feedback from the focus group
Skype conversation	Discuss particular development process and problems with teammates	All team member	Dev Team	any time	Exchange opinions with other teammate about particular problems, share results
Meeting	Discuss particular development process with supervisor	Project Manager	Supervisor, Dev Team	Weekly	Progress reports

Documents:

List of the project requirements: list of requirements to the project from supervisor

Concept of the project: detailed an explanation of the general idea behind the project.

Plan of the system architecture: an abstract plan of the project's software and hardware implementations and a network diagram.

Technical plan of the project: detailed plan of the project's software and hardware implementation.

Format of the JSON object: example of the JSON object used to transmit data between components of the system.

Plan of the development: Gantt chart with steps of development, responsible people and deadlines.

Resource list: list of hardware resources required for realisation of the project prototype.

Progress report: the Project Manager will maintain a record of project work and will record decisions made, along with budgetary and timeline monitoring.