

Communication plan

Project Name : KAVS relay product upgrade
Group code : NEXT81_ONL1_ERP8_M1d
Revision : 00
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KAVS Relay product upgrade project communication plan

Recipients	Type of Communication	Frequency	Sender/Owner	Key Dates	Delivery Method	Goal	Resource Links	Notes
Core Team	Planning Meeting	Daily	Project Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track		If needed, check in with manager about any high-level questions before meetings.
Design team	Planning Check-In	Daily	Engineering Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track		
Manufacturing team	Planning Check-In	Daily	Production Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track		
Marketing team	Planning Check-In	Daily	Marketing Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track		
Sales team	Planning Check-In	Daily	Sales Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track		
Software Vendor	Planning Check-In	Daily	Web Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track		
Software Vendor	Planning Meeting	One time	HR specialist & Training manager	Thursday before development of the training plan begins; confirm date and time three days in advance	In Person	Go over the training manual in order to create an effective training plan for METZ employees		This meeting needs to take place before the end of the vendor's SoW.
HR Specialist	Planning Check-In	Weekly	HR Manager	Also send reminders (via email) the day before each training	In Person	Project planning assistance; provide support during the training session		Additional communication on an as-needed basis
Facilities	Planning Check-In	Weekly	Administrative Coordinator	Tuesdays at 2pm	Phone Call	Reserve rooms, spaces, and equipment needed for employee training		
Print Shop	Planning Check-In	Weekly	Administrative Coordinator	Thursdays, including the day before the event	Phone Call	Coordinate on the printing and delivery of training manuals for employees		
METZ employees	Informational Update	Weekly	HR Specialist	one week before the sessions begin	Email (from company address)	Communicate schedules, locations, and other necessary details to trainees		Set up automated reminder emails
METZ Trainees	Training	Daily	Training Manager	Each day for seven days, starting at 10am	In Person	Train employees to use the new KAVS relay and it's new features.		
METZ Trainees	Survey	One time	HR Specialist	The first business day after trainings end, with two follow-up reminders	Email (from company address)	Post-training survey		Discuss results at next team meeting
Your Manager	Status Update	Weekly	Project Manager	Monday afternoons at 2pm	In Person	Update on event planning, ask questions, and get feedback		Come prepared with a brief update and specific questions
Senior Leaders: The Director of Product (and CC your manager)	Status Update	One time	Project Manager	Debrief the week after the event	Email (from individual address)	High-level information and general updates		