Document 8: Communication Plan

Stakeholder	What	When	How	Who	Where
	Inform to create a project team of 6-7 members for group assignment	Once on 19th January 2022	Virtually	Professor	Zoom meeting
	Introduction to group assignment deliverables and discussion on required 12 documents	Once on 19th January 2022	Virtually	Professor	Zoom meeting
	Address all open questions related to required project documents and final presentation	Every Wednesday at 6pm	In Person/ Virtually	Professor	Classroom/zoom meetings
	Discussion on queries regarding the best practices for final presentation	Once on 20th April	In Person	Professor	Classroom
	Discussion on project scope and overview	Once on 23rd February 2022	In Person	Project Manager	Discussion room
	Outline responsibilities,set timelines and update weekly progresss	Every Friday at 12pm	In Person/ Virtually	Project Manager	Discussion room/zoom meetings
	Summarization of achieved goals and weekly status of documentation	2 x month	In Person/ Virtually	Project Manager	Discussion room/zoom meetings
Team Members	Final mock presentation and suggesstion about the preparation	Once on 24th April 2022	In Person	Project Manager	Discussion room
	Share final list of team members for the group assignment	Once on 19th January 2022	Virtually	Team Members	Email
	Informing elected Project Manager	Once on 26th January 2022	Virtually	Team Members	Email
	Discussion on selected project topic and Q&A about the project scope	Once on 9th February 2022	In Person	Team Members	Classroom
Professor	Clarification of question related to expected project documents and summarization of weekly progress	Every Wednesday at 6pm	In Person	Team Members	Classroom
Panel Members	Final project plan (12 documents) presentation and Q&A	Once on 27th April 2022	Presentation	Team Members	Classroom
	Review status of project documentation	Every Friday at 12pm	In Person/ Virtually	Team Members	Classroom
Project Manager	Discussion on progress of project documents and required enchancements to be done	2 x month	In Person/ Virtually	Team Members, Professor	Discussion room/zoom meetings
RBS Administration Team	Permission for available rooms for Project team meetup	1 x month	Virtually	Project Manager	Email
Competitors					