Project DEOS-UD

Disruptive Earth Observation Sensing for Urban Developement

Deliverable 2
Scope, Time and Cost Management

Authors:

Calderón Rosario, Borja

De Benedicto Barba, Maria

Escartín Vivancos, Guillermo

Fontanes Molina, Pol

Franch I Ruiz, Sergi

González García, Sílvia

Herrando Moraira, Albert

Lopezbarrena Arenas, Santiago

Nachett, Hamza

Pérez Sánchez, David

Pla Olea, Laura

Pons Daza, Marina

Ramón Costa, Fernando

Sellart Combalia, Ana Maria

Serra Moncunill, Josep Maria

Urbano González, Eva María

National Contact Point: Pérez Llera, Luís Manuel

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Informal

Informal communications consist of e-mail, conversations, or phone calls and serve to supplement and enhance formal communications. Due to the varied types and ad-hoc nature of informal communications, they are not discussed in this plan.

Formal

The <Project Name> Project will engage in various types of formal communication. The general types and their purpose are described below as "Status Meetings" and "Status Reports".

Status Meetings

There are five basic types of status meetings for the <Project Name> Project:

Status meetings internal to the <Project Name> business team to discuss assignments, activities, and to share information; Status meetings and reports between the <Project Name> business team, and the technical project team; Advisory Committee meetings with the project stakeholders, and project manager to review progress, risks, and issues; Status meetings and

reports between the <Project Name> project manager and the steering committee; and Status meetings and reports to stakeholders, such as oversight agencies.

Status Reports

A variety of status reports will be produced during the project. The status reports will be produced on regular intervals to provide stakeholders project information on the status and progress of the <Project Name> project. At a minimum the reports will contain:

- Project status on major activities
- Project schedule
- Budget and cost tracking
- Status of issues and risks
- Health status
- Status of action items, if applicable.
- Future or planned activities

The intent of the status reports is to inform stakeholders of the project's progress and keep them actively involved in the project. The information provided will contain enough detail to allow stakeholders to make informed decisions and maintain oversight of the project.

External Communication

If applicable, indicate the types of external communications that may be necessary in this project.

4.3   Communication management plan matrix

MATRIX

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