# 4. Plan communication management

This section stands for an accurate description of the communication management inside the DEOS-UD Project, as communication is one of the keys to a successful development of any project.

In the first insight, the different roles and responsibilities will be described as well as the different relations between people, teams and committees inside DEOS-UD. Along with the detailed roles and responsibilities of teams and committees, every member’s specific task inside them will be mentioned.

Secondly, the different communication procedures will be carefully detailed to provide the maximum information possible in order to allow a correct development of meetings and communications between people and departments, thus increasing the overall project efficiency.

The section will end with a communication management plan matrix, which will summarize all the previously descripted procedures by mapping all the communication requirements of the project.

## 4.1. Participants roles and responsibilities

As previously stated, this section will provide the reader with the roles and responsibilities of the different DEOS-UD staff in terms of the Communication Plan. In this section, different committees and teams will also be described.

### Steering Committee

The steering committee will provide DEOS-UD with solutions to problems along with strategic command in order to ensure a correct and efficient development of the project. As this team’s role is of extreme importance when it comes to the project’s success, a careful selection of its representatives must be performed. The steering committee will be composed of the members with key roles in DEOS-UD project; this members are listed in the following table, extracted from the first project charter.

**COPIAR TABLA “1.10.4: Roles and responsibilities” DEL DELIVERABLE 1 sólo hasta el cargo “Marketing & Communications Managers” (incluido).**

As described, the team will not only work as a steering committee but also as an advisory committee, for this reason it will be composed by multiple consortium members that will act as advisors in diverse fields.

The key roles developed by the steering committee are detailed below.

* Take and implement management decisions that affect a significant part of the stakeholders.
* Take action in important schedule delays as well as cost overruns by modifying resources assigned to departments, staff planning, or anything necessary to redirect situations that endanger a correct development of the project.
* Offer leadership, guidance and support to problems that smaller groups have not been able to solve by themselves.
* Enhance communication skills along with communication procedures in order to avoid communication-related problems.
* **SI SE OS OCURRE ALGUNO MÁS**

### Project Manager

DEOS-UD Project manager, *Pol Fontanes Molina*, is the person in charge of assuring that every aspect of the project is functioning as planned. He is ought to detect, communicate and correct any deviations (schedule variances, cost overruns and scope changes) from the original plans. The decisions taken by the PM, will be communicated directly to the steering committee, members of which will communicate to the rest of the staff.

### Advisory committee

Participants in the advisory committee are detailed here.

* Research & Development assessors:
  + Matthew Perren (Airbus Defence and Space GmbH)
  + Ismael López (Deimos Space)
* Legal & Business Assessor
  + Oliver Heinrich (BHO Legal)
* Application collaborators
  + Jean François Rapp (ICUBE-SERTIT)
  + Vessela Samoungi (ReSAC)
* Development & Application collaborator
  + Steven Krekels (VITO nv)

The function of this committee will be that of providing tailored assistance in anything related with the project in order to solve issues and avoid risks during DEOS-UD development. Given the importance of this group itself, its participants will meet with the steering group regularly to ensure a correct use and implementation of their know-hoy inside DEOS-UD.

### Business Project Team

This team will be directed by *Santiago Lopezbarrena Arenas*, the financial manager, and is in charge of assuring an economical resources correct management by providing careful tracing in the use of the budget along with a proper staff training in means of economical performance. This team is also ought to communicate the project manager with the latest information on earned value management parameters in order for the latter to know at what point exactly the development of the project is found.

### Technical Project Team

The Technical Project Team, conducted by its three leaders *David Pérez Sánchez, Hamza Nachett* and *Laura Pla Olea*, will be in charge of analysing and controlling every single technical aspect of the project. The team itself must assure that everything done during DEOS-UD project development meets the requirements of the contract by successfully following all de documentation and activities received from the overall project staff, including contractors and subcontractors as well. As part of its essential activities, the Technical Project Team is expected to resolve and to give advice in any inconveniences or issues that may appear during the course of the project.

The Technical Project Team’s leaders will be part of the Steering group and will report regularly to the project manager on topics that concern the technical progresses of DEOS-UD project, by having gathered all the information related to this subject from the different departments developing such activities.

### Oversight

For the sake of a reliable accomplishment of the project’s goals along with a recognized meeting of the contract’s specifications, an oversight agency will actively work with DEOS-UD mostly when different milestones are achieved and a certification in the results is needed. The company auditing DEOS-UD results will be *Bureau Veritas* and its specific responsibilities are detailed here.

* Auditing a correct implementation of the different requirements of the contract regarding privacy policies with data management.
* Auditing and guaranteeing that the results obtained through the milestones of the project meet the requirements of the contract.
* Supervising and advising on issues that may lead to undesired situations by providing the managers with the tools to perform an auditable work.

Given that an auditory is an external agency, it has not been included the advisory team; yet its collaboration inside the project is key to a successful accomplishment of the project’s goals.

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