# Communication Management Plan (Cybersecurity Project)

Team: ABC DEF, GHI JKL, MNO PQR

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## Introduction

Project Communication is one of the key parts of Project Management as this is required to exchange project specific information to the stakeholders.

Half page intro

## Purpose

The purpose of this plan is to clearly define the communication requirements for the **RightPoints IRTx Exercise** project and how the information will be distributed. The communication plan defines:

Half page purpose briefing

## Stakeholders

Identify the stakeholders here

## Communication Management Approach

Project Management Teams spend most of their time on Communication. It covers meetings, reading writing emails, report writing, performance of the project, member meetings and other communication activities related to the project. Therefore, strong Communication Plan and management is very important as it can resolve many upcoming issues and problems thus saving precious time.

Outline the communication approach here (half page)

## Project Team Directory

The following table represents the **RightPoints IRTx Exercise Project** Team 1. The email addresses and phone numbers in the table will be used to communicate with these members. In addition to this the same will be available with the CEO(ELAN) and can be uploaded to project website if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Position** | **Email** | **Phone Number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Communication Methods and Technologies

Project team will use variety of communication methods to deliver the project information and progression. This may include, meetings, telephone calls, zoom meetings, emails, voicemail, chat groups etc.

Outline the communication methods and technologies used for different stakeholders (half to one page)

| METHOD | PURPOSE | RESPONSIBILITY | FREQUENCY | AUDIENCE |
| --- | --- | --- | --- | --- |
| Correspondence (emails, Zoom, WhatsApp, OneDrive etc.) | Document status of action items, decision made, and problems encountered. | All team members | As needed | All team members |
| Project Team Meetings |  |  |  |  |
| Role's negotiation emails |  |  |  |  |
| Statement of Work |  |  |  |  |
| Communications Plan |  |  |  |  |
| Review, Develop and Test Organisation’s Incident Response Plan via simulated cyberattack |  |  |  |  |
| Final Outcome Reports and Presentation |  |  |  |  |
| External Meetings | Involve external partners in the project. | Project Manager | As needed | All team members |
| Zoom Meetings | Update Project progress, report any changes, Discuss issues | Project Manager | As needed | All team members |

## Conflict Resolution

Conflicts can arise at any workplace and should be dealt with effectively to keep the overall process sailing smoothly, teams happy and motivated. It is always good to have a good conflict resolution plan or strategy defined before the start of the Project. With the help of this standard format the team will be able to resolve issues easily and effectively.

How will you resolve conflicts (half page)?

## Communication Standards

Standardization is a proven way to simplify the process and improve it by eliminating the complexities attached to it. For this project as well, the team will be using a standard format for various tools used for communication.

Template for the Meeting’s agenda and Minutes is attached which will be used by all the team members while conducting and recording the meetings.

## Appendix

Work Breakdown Table (who di what?)

|  |  |
| --- | --- |
| Section | Author |
|  |  |
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