

Project: METAL SNAKE



Communications Plan

Project Sponsor: Brendan Gasparin

Project Manager: Brendan Gasparin

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Commencement Date: 29/07/2024

Estimated Completion Date: 24/10/2024

Estimated Project Duration: 17 Weeks

Version: 1.0 (2024-08-22)

1. Executive Summary

1.1 Purpose

The purpose of the Communication Plan is to facilitate clear communication between the project team and stakeholders for Project: METAL SNAKE. All parties must be kept informed on project progress, as well as changes to project scope, timeline, budget, issues, and risks..

This document outlines the key stakeholders and project team and standardizes the methods and frequency of communicating with them.

1.2. Overview

[Summarize the key communication goals, major stakeholders, and the overall strategy for ensuring timely and clear communication during the project lifecycle.]

The key communication goals of this document are to provide a plan for communicating necessary information to the project team members and key stakeholders.

The document outlines key stakeholders for the project, including the owner of the business (also the Project Sponsor and Manager), the owners of the premises where the on-premises, vendors, potential clients, and end-users.

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2. Communication Objectives

2.1. Ensure Clear Communication

The objective of the Communications Plan is to ensure that all stakeholders receive the information they need to make decisions in a clear, concise, and timely manner. Stakeholders must be kept updated on project progress, as well as any changes to the project scope, timeline, budget, issues, and risks.

2.2. Facilitate Stakeholder Engagement

The Communications Plan will facilitate stakeholder engagement by keeping stakeholders and the project team engaged and informed about project progress, as well as any changes to the project scope, timeline, budget, issues, and risks.

This will allow stakeholders and team members to support the project and make key decisions regarding the progress and outcomes of the project.

2.3. Manage Expectations

Stakeholder expectations must be managed by providing them with accurate and regular updates on the project's status. This is necessary to maintain stakeholder approval for the project, and to ensure they have the facts necessary to make key decisions.



2.4. Support Decision-Making

Stakeholders, team members, and other decision-makers must receive the information they need to make informed decisions throughout the project lifecycle.


By communicating necessary information using the standardized format of the Communication Plan, the communication of necessary information to decision-makers is formalized and will be systematic and reliable.

3. Stakeholder Analysis

3.1. Key Stakeholders

Stakeholder Name	Role	Organization	Interest in Project	Internal / External
Brendan Gasparin	Sole Proprietor / Project Sponsor / Project Manager	Brendan Gasparin	Owner of business	Internal
	Premises Owner	???	Premises Owner	External
	Premises Owner		Premises Owner	External
	Intern	Brendan Gasparin	Education, experience, fun	Internal
Vendors	Supplier	Varies	Supplier	External
Clients	Varies	Varies	Client	External
Users	Varies	Varies	End-user	External

3.2. Stakeholder Communication Requirements

Stakeholder Name	Role	Information Needs	Preferred Communication Method	Frequency
Brendan Gasparin	Sole Proprietor / Project Sponsor / Project Manager	N/A	N/A	N/A
	Premises Owner	Progress updates, issues, delivery timelines	In-person, Text Message, Emails	Weekly
	Premises Owner	Progress updates, issues, delivery timelines	In-person, Text Message, Emails	Weekly
	Intern	Progress updates, issues, delivery timelines, technical updates	In-Person, Text Message, Discord	Daily
Vendors	Supplier	N/A	Purchases	As Necessary
Clients	External	Issues	Email, Reports	N/A
End-users	End-users	Technical updates, infrastructure changes	Meetings, Email	Weekly

4. Communication Methods

4.1. Communication Channels

Communication channels will vary based on the stakeholder. Many key stakeholders can be communicated with face-to-face. Others will be communicated with via email, instant messaging, project management tools (such as ClickUp and Trello), formal reports, and meetings (both virtual and in-person).

4.2. Communication Tools

- **Email:** For formal communications and updates.
- **Instant Messaging (e.g. SMS, Slack, Microsoft Teams, Discord):** For quick, informal communication among team members.
- **Project Management Tools (e.g. ClickUp, Trello):** ClickUp and Trello will be used for tracking tasks and sharing project updates.
- **Reports:** For structured, periodic updates to stakeholders.
- **Meetings (Virtual/In-Person):** For regular status updates, decision-making, and issue resolution.]

5. Communication Schedule

5.1. Regular Communications

5.1.1. Daily Updates

- **Target Audience:** Project Team
- **Format:** Daily SMS, email, or Discord messages (whatever works)
- **Content:** Progress updates, daily tasks, blockers
- **Responsible Party:** Project Manager
- **Frequency:** Daily, 4:30 PM

5.1.2. Weekly Status Reports

- **Target Audience:** Premises Owners
- **Format:** Email or report
- **Content:** High-level project status, key achievements, upcoming tasks, risks/issues
- **Responsible Party:** Project Manager
- **Frequency:** Weekly, every Friday, 9:00AM

5.1.3. Monthly Progress Reviews

- **Target Audience:** Team Members, Premises Owners
- **Format:** Formal meeting and presentation
- **Content:** Comprehensive project review, budget updates, milestone progress, strategic decisions
- **Responsible Party:** Project Manager
- **Frequency:** Monthly, first Monday of the month

5.2. Ad Hoc Communication

5.2.1. Issue Escalation

- **Target Audience:** Project Sponsor/Manager, Executive Leadership
- **Format:** Phone Call, SMS, Email, Discord
- **Content:** Urgent issue details, proposed solutions
- **Responsible Party:** Project Manager
- **Trigger:** As needed when critical issues arise

5.2.2. Change Requests

- **Target Audience:** Project Sponsor, Key Stakeholders
- **Format:** Phone Call, SMS, Email, Discord, or report
- **Content:** Change request details, impact analysis, approval status
- **Responsible Party:** Project Manager
- **Trigger:** As needed for scope, budget, or timeline changes.

6. Meeting Schedule

6.1. Regular Meetings

Face-to-face meetings will take place on Mondays, providing the intern is present. They will be focused on the current state of the project, current tasks to be accomplished, status reviews, issue resolution, and any training necessary for the staff to fulfill their full potential as employees of the organization.

Meeting Name	Purpose	Attendees	Frequency	Format
Weekly Status Meeting	Status review, issue resolution	Project Team, Stakeholders	Weekly	Virtual/In-Person
Monthly Review	Comprehensive project review	Project Sponsor, Project Team, Stakeholders	Monthly	In-Person

6.2. Ad Hoc Meetings

Ad hoc meetings should generally not be necessary, as the Project Manager is solely responsible for any decisions regarding emerging issues, risks, or urgent decisions. If ad hoc meetings become necessary, then the following schedule will be used:

Meeting Name	Purpose	Attendees	Frequency	Format
Daily Stand-Up	Daily progress updates	Project Team	Daily	Virtual
Weekly Status Meeting	Status review, issue resolution	Project Team, Stakeholders	Weekly	Virtual/In-Person
Monthly Review	Comprehensive project review	Project Sponsor, Interested Stakeholders	Monthly	In-Person
Change Control Meeting	Approve/deny change requests	Project Manager, Interested Stakeholders	As needed	Virtual

7. Communications Governance

7.1. Communications Protocols

The flat nature of the organization, with one sole proprietor, removes the need for advanced communication protocols and simplifies the need for different avenues of communication.

Formal communications will be structured by emails, or reports sent via email attachment.

Less formal communications can be sent via email, phone, SMS, Discord, person-to-person, or other avenues, to ensure expedience of action on any necessary changes to the project.

7.2. Communication Approvals

The Project Manager will approve and distribute any formal communications, such as reports or presentations, without oversight or approval.

Less formal communications can be sent at will by any stakeholder involved with the project, to ensure expedience of action on any necessary changes to the project.

8. Communication Risks and Mitigation

8.1. Communication Risks

ID	Description	Impact	Mitigation Strategies
16	Stakeholder conflicts	High	Mitigation: High level of communication with stakeholders and adherence to their expectations from the project.
22	Social media backlash	Medium	Avoidance: Maintain ethical standing and good cybersecurity practices. Mitigation: Maintain ethical use of social media. Exploitation: Capitalise on extra publicity.
23	Unfulfilled promises or failure to deliver on projects	Medium	Avoidance: Business process efficiency, process documentation, and extensive project planning practices. Mitigation: Renegotiate with clients to extend deadlines and, if possible, budgets. Acceptance: Expend extra organizational resources to fulfill promises and deliver on projects.
29	Miscommunication of information leads to impact on project resources, scope, schedule cost, or risks	Medium	Mitigation: A clear communications plan with policies and procedure for communicating with all stakeholders involved with the project.

9. Communication Metrics

9.1. Metrics to Track Communication Effectiveness

The effectiveness of the Communication Plan will be handled via the following metrics:

- Stakeholder satisfaction surveys.
- Frequency of communication vs. the communication schedule.
- Response times to critical communications.

9.2. Reporting on Communication Metrics

During the monthly meeting with stakeholders, communication effectiveness will be reviewed and reported. If necessary, adjustments will be made to the communication plan.

10. Communication Approvals

[Agreement between project manager and stakeholders on the communication plan.]

Project Manager:

Brendan Gasparin

X _____
(Signature)

X _____
(Date)

Premises Owner:



X _____
(Signature)

X _____
(Date)

Premises Owner:



X _____
(Signature)

X _____
(Date)