**LSCO MCP PROJECT COMMUNICATION PLAN**

**Purpose**

To systematically identify all the communication needs associated with the project and timeline.

Communication provides information, direction and project updates for the purpose of aligning all stakeholders with the goals, schedules and requirements for successful buy-in and project implementation. Communication facilitates discussion, understanding and decision making which provides direction to drive progress.

**Glossary of Terms used in Project**

* 1523 Radio – Frequency Modulation (FM) Radio
* AFATDS – Advanced Field Artillery Tactical Data System
* AMDWS – Air and Missile Defense Work Station
* ABCS – Army Battle Command System
* ATP – Army Techniques Publication
* AR – Army Regulation
* Asymmetric Warfare – In military operations the application of dissimilar strategies, tactics, capabilities and methods to circumvent or negate an opponent’s strengths while exploiting his weaknesses
* CALL – Combined Arms Lessons Learned
* C2 – Command and Control
* C3 – Command, Control, and Communications
* COIN – Counterinsurgency
* CPCE – Command Post Computing Environment
* CPOF – Command Post of the Future
* DCGS – Distributed Common Ground System
* DNOC – Division Network Operations Center
* EM – Electromagnetic Spectrum
* EW – Military action involving the us of electromagnetic and directed energy to control the electromagnetic spectrum or to attack the enemy
* FBCB2 – Force XXI Battle Command Brigade and Below
* FY – Fiscal Year begins 01OCT
* FORSCOM – United States Army Forces Command
* FOC – Fully Operationally Capable
* G3 – Assistant Chief of Staff, Operations
* G6 – Assistant Chief of Staff, Signal
* G8 – Assistant Chief of Staff, Financial Management
* GCCS-A – Global Command and Control System-Army
* IOC – Intermediate Operationally Capable
* JBC-P – Joint Battle Command-Platform
* JRTC – Joint Readiness Training Center
* KGV-72 – Programmable Encryption Device
* LSCO – Large Scale Combat Operations
* Main Command Post (MCP) – A facility containing the majority of the staff designed to control current operations, conduct detailed analysis, and plan future operations
* MCS – Military Command System
* MTOE – Modification Table of Organization and Equipment
* Near-Peer Adversary – Potential enemy State or Nation with near or equal warfighting capabilities
* OE-254 – Antennae group designed for broadband, omni-directional ground-based communications
* PACE – Primary, Alternate, Contingency, and Emergency Communications Plan
* SKL – Simple Key Loader is an advanced secure cryptographic device, enabling safe distribution and storage of communications security (COMSEC) keys
* TOC – Tactical Operation Center
* TTP – Tactics, Techniques, and Procedures
* TAIS – Tactical Airspace Integration System
* TRADOC – United States Army Training and Doctrine Command
* TSM – Tactical Scalable MANET (Mobile Ad Hoc Networking) Radio

**Components of the Communication Plan**

* Identification of individuals and groups who need to be communicated to, directly and indirectly involved in or impacted by the project
* The type of information to be communicated including Topic, Format, Content, and Level of Detail
* Person(s) responsible for communicating the information
* Person(s) or Groups who will receive the information
* Methods or technologies used to convey the information
* Frequency of the communication, weekly, monthly etc

**Types of Communication**:

* Project Contact Sheet – list of person(s), organization, role, email, phone, fax [team members]
* Core Project Documents [Contracts, Charter, Timeline/Schedule, Quotes]
* Project Plans [Workplan, Risk/Mitigation, Communication, Education, Marketing, Testing, Implementation, Assessment]
* Project Communications: Meeting Minutes, Emails
* Project Tools [Assessments/Analysis, Process and Workflow Mapping, Current / Future State, Tracking Templates, Surveys, Research]
* Project Presentations
* Project Status Updates
* Information Updates: Articles / Memos / Postings
* Change Requests

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| Communication Item | Schedule / How Often/ Due Dates | Recipients | Person Responsible | Format and Method of Distribution |
| Introduction  Project Overview | Initial | Project Team, Chain of Command, Stakeholders, Space Force Coordinator | Project Manager | Face to Face |
| Project Kickoff | Initial | Project Team, Chain of Command, Stakeholders, Space Force Coordinator | Administrator | Face to Face, MS Teams Videoconference |
| Charter | Initial | Project Team, Chain of Command, Stakeholders | Administrator | Face to Face, MS Teams Videoconference |
| Core Documents/ Research | First and Third Wednesday of month, 1300 | Project Team, Stakeholders | Administrator | MS Teams Videoconference, Email |
| Project Schedule/  Timeline | Monday, 0900 | Project Team, Stakeholders | Project Manager | Face to Face, MS Teams Videoconference |
| Workplan | Monday, 0930 | Project Team, Stakeholders | Project Manager | Face to Face, MS Teams Videoconference |
| Communication  Plan | Initial, as necessary with approved changes | Project Team, Chain of Command, Stakeholders, Space Force Coordinator | Project Manager | Email |
| Testing Plan | Last Monday of month, 1600 | Project Team, Stakeholders, Space Force Coordinator | Designer | MS Teams Videoconference, Email |
| Implementation Plan | Last Tuesday of month, 1600 | Project Team, Stakeholders | Designer | MS Teams Videoconference, Email |
| Meeting Minutes | Monday, 1000 | Project Team | Administrator | Email |
| Email Groups:  Define Group | Initial, as necessary with approved changes | Project Team, Chain of Command, Stakeholders, Space Force Coordinator | Administrator | Email |
| Project Updates | Thursday, 1500 | Project Team, Chain of Command, Stakeholders, Space Force Coordinator | Military Liaison | Face to Face, MS Teams Videoconference |
| Project Presentations | First and Third Tuesday of month, 1300 | Project Team, Stakeholders | Administrator | Face to Face, MS Teams Videoconference |
| Project Surveys | First Thursday of month, 1400 | Project Team, Chain of Command, Stakeholders | Writer | MS Teams Videoconference, Email |
| Project Assessments  / Analysis | Last Friday of Month, 1400 | Project Team, Chain of Command, Stakeholders | Writer | MS Teams Videoconference, Email |
| Information  Updates | Monday, 1030 | Project Team | Knowledge Manager | Email |
| Change Requests | 2 days after receipt | Project Team, Chain of Command, Stakeholders | Project Manager | Email |
| Documentation of Outcomes | Friday, 1300 | Project Team, Chain of Command, Stakeholders, | Knowledge Manager | MS Teams Videoconference, Email |
| Milestone Updates | Upon Milestone achievement | Project Team, Chain of Command, Stakeholders, | Knowledge Manager | Email |
| Distinguished Visitor Visits | Every Wednesday 6 weeks prior to visit, 1500 | Project Team, Chain of Command, Stakeholders, | Administrator | MS Teams Videoconference, Email |
| Stakeholder Visits | Every Wednesday 6 weeks prior to visit, 1500 | Project Team, Chain of Command, Stakeholders, | Administrator | MS Teams Videoconference, Email |
| FORSCOM Visits | Every Wednesday 6 weeks prior to visit, 1500 | Project Team, Chain of Command, Stakeholders, | Administrator | MS Teams Videoconference, Email |
| EM Coordination | 30 days prior to each MCP test | Project Manager, Electromagnetic Analyzer | Administrator | Email |
| Pilot Coordination | 30 days prior to each flight | Project Manager, Pilot | Administrator | Email |
| Space Force Coordination | 90 days prior to each MCP test | Project Manager, Military Liaison | Administrator | Email |

\* In the event of Federal Holidays, suspense days change to the next workday for Monday-Wednesday and the day prior for Thursday-Friday. Time of communication does not change.

**Documentation of Outcomes**

A summary of the project outlining the overall achievement of goals and objectives, project findings, conclusions and recommendations.

The format outline:

1. Introduction
2. Project Scope & Objectives
3. Action plan
4. Brief statement on approach and methodology used
5. Description of key findings, conclusions and/or outcomes
6. Analysis of goals met and unmet
7. Provide data, charts, diagrams, etc. if appropriate
8. Cost analysis
9. Impact and Benefits, Return on Investment
10. Recommendations

PROJECT APPROVAL

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Project Sponsor                                                                      Date

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Project Manager                                                                      Date