

COMMUNICATION PLAN

**Version1.3**

**Đạt Huỳnh**

**09/11/2019**

**VERSION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Đạt Huỳnh | 22/10/2019 |  |  | Create CommunicationPlan |
| 1.1 | Đạt Huỳnh | 27/10/2019 |  |  | Update CommunicationPlan |
| 1.2 | Quốc Nhân | 28/10/2019 | Team | 09/11/2019 | Baseline CommunicationPlan |

Table of Contents

[1. Introduction 3](#_Toc24709026)

[**1.1 Purpose 3**](#_Toc24709027)

[**1.2 About Development Team 4**](#_Toc24709028)

[**1.3 About Stakeholder 4**](#_Toc24709029)

[**1.4 Meetings 4**](#_Toc24709030)

[2. Tools 4](#_Toc24709031)

[3. Content 4](#_Toc24709032)

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# Introduction

## Purpose

The communication plan will support communication at multiple levels in project, primarily between the stakeholders and the project management team, between the project management team and the development team, and between architecture team.

Through communication, stakeholders can:

* Knowing all stakeholders in project
* Knowing kind of information need to communicate
* Knowing method how to communicate
* Knowing the time when need to communicate

## About Development Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Phone** |
| Huỳnh Tuấn Đạt | Leader | huynhtuandat2797@gmail.com | 0915640755 |
| Phạm Quốc Nhân | Member | phamquocnhan147@gmail.com | 0368129228 |
| Trịnh Như Phương | Member | trinhnhuphuong.qn1@gmail.com | 0392832542 |
| Trương Quang Vương | Member | quangvuong12c7@gmail.com | 0398979515 |
| Nguyễn Anh Minh | Member | nuanmi155@gmail.com | 0772472828 |

## About Stakeholder

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Phone** |
| Châu |  |  |
| Nhật |  |  |

## Meetings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Morning | Team meeting |  |  | Team meeting |  |  |
| Afternoon |  | Mentor meeting |  |  |  | Team meeting |

1. **Tools**

|  |  |
| --- | --- |
| **Tool** | **Description** |
| Facebook | Discuss, divide small work |
| Zalo | Discuss, divide small work |

# Content

* 1. **About Meetings**
     1. **Mentor Meeting**

|  |  |  |
| --- | --- | --- |
|  | **Time** | **Location** |
| Tuesday | 3:30 PM | 4th floor, VanLang University |

* + 1. **Customer Meeting**
    2. **Team Meeting**

|  |  |  |
| --- | --- | --- |
|  | **Time** | **Location** |
| Monday | 9:00 AM | The Coffee Shop |
| Thursday | 9:00 AM | The Coffee Shop |
| Tuesday | 1:00 PM | 4th floor, VanLang University |