COMMUNICATION PLAN

**Version1.0**

**Đạt Huỳnh**

**22/10/2019**

**VERSION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Đạt Huỳnh | 22/10/2018 |  |  |  |
|  |  |  |  |  |  |

Table of Contents

[1. Introduction 3](#_Toc481671779)

[1.1 Purpose 3](#_Toc481671780)

[1.2 Audience 4](#_Toc481671781)

[2. Project Stakeholder 4](#_Toc481671782)

[2.1 Roles & Responsibility 4](#_Toc481671783)

[3. Project Stakeholder 5](#_Toc481671784)

[3.1 Roles & Responsibility 5](#_Toc481671785)

[*3.3* *Project Manager with Mentor* 6](#_Toc481671786)

[4. References 6](#_Toc481671787)

# 

# 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

## **Audience**

|  |  |  |
| --- | --- | --- |
| **Intended Audience** | **Name** | **Reading Suggestions** |
| Team Member | * Huỳnh Tuấn Đạt * Nguyễn Anh Minh * Phan Quốc Nhân * Trương Quang Vương * Trịnh Như Phương |  |
| Mentor | * Đặng Đình Hòa |  |
| Customer | * Trần Minh Châu |  |

**Table 1.Aduience**

# ****Project Stakeholder****

## **2.1** **Roles & Responsibility**

|  |
| --- |
| **Faculty of Information System** |
|  |
|  |

**Table 2.Faculty of Information System**

|  |
| --- |
| **Mentor** |
|  |

**Table 3.Mentor**

|  |
| --- |
| **Development Team** |
|  |
|  |
|  |
|  |
|  |

**Table 4.Development Team**

# ****Project Stakeholder****

## **Roles & Responsibility**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
| Project Manager | Customer | Project Status Report:   * Bull Eyes chart * Earned Value * Perceivable Risks   Status on issues | Activity support Customer know the project and review on mitigation, contingency plan or risk. | * Project manager send email to Customer * Face to Face | At the end of each phase |

**Table 5.Project manager with customer**

* 1. *Internal Team*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 6.Internal Team**

* 1. *Project Manager with Mentor*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
| Project Manager | [TripleX](https://www.facebook.com/messages/t/1447194588665508)Team Mentor | Team Weekly Report Status:   * Bull’s Eye Chart * Earned value * Status on current tasks * Status on issues * Perceivable Risks * Change Requests if any * Performance Metrics | Activity support Mentors review and agree on mitigation, contingency plan or risk, issues raised from status, Individual issues…Decide Change request priority and result measurement.  Decide Reward and punishment in internal team. | Project manager submit on Github and send email to note for mentor | Every meeting with mentor. When have a problem with project. |

**Table 7.Project Manager with Mentor**

# References