Communication management plan over view

This communication management set up the strategies of correspondence which for every group members can be used in this project. Besides, it also build a standardized mode to assist correspondence efficiently. It will filled by a rule book for communication and the rule book completed depend on the length of this project. In addition, the rule book will be refresh by the changes of correspondence prerequisites. UOW Event Booking Project team members will be identified with communication by this arrangement which have different distinguishes and characterizes. It likewise contain a communication framework which maps the correspondence prerequisites of this project. In addition, the different types of correspondence and the meeting of correspondence conduct also be included in this project. Based on that, in this project a project team directory will give all partners the contact details specifically. As a leader, the acting project manager will guarantee the communication can be succeed on this project. The communication Matrix beneath report the correspondence prerequisites. What information to impart, who is to direct the conveying, when to impart the information and whom to convey the information will rely on this communication Matrix beneath.

Communication Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Communication type | Description | Frequency | Format | Participants/ Distribution | Deliverable | Owner |
| Weekly Project Team Meeting | review action register and status | weekly | In person | Project, Team. | Updated Action Register | Project Manager |
| Weekly Status Report | Email summary of project status | weekly | email | Project, Team. | Status Report | Project Manager |

Project team directory for all communications:

|  |  |  |
| --- | --- | --- |
| Name | Title | Email |
|  |  |  |
|  |  |  |
|  |  |  |
| FAN PENG |  | Pf359@uowmail.edu.au |

Communication Conduct:

Meeting:

There are three key elements in meeting. Firstly , every attendee must attend meeting on time. Secondly, After the meeting completed the meeting minutes will be distributed on time(no later than 24 hours). Thirdly,meeting minutes will created in meeting and at the end of the meeting the decided project agenda will be put into meeting minutes.

Email:

All the email which related with UOW Event Booking Project should be professional. In addition,these emails should brief and free of errors this is because it can save times to improve efficiency. Email should send to the different members correctly by Communication Matrix. Apart from this, if the email contain issues which can be related project it should provide the background of issues,the advice of how to correct the issues. This will allow group members who influenced by those problems prepare materials and method before next meeting to avoid procrastination of the project process. In the end, the assigned acting project manager should be contain with any emails which contact with UOW Event Booking Project.

Informal Communication:

While informal communication is necessary for every part of project to arrive items aim, but all the issues,concerns and updates which found in informal communication must convey to the acting project manager to coordinate members deal these issues. Informal communication channel are WeChat or FaceBook and Google Chrome.