**COMMUNICATION PLAN:**

SUMMARY COMMUNICATION GOALS

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| This is the communication plan for the Online Parking App Development. It covers the schedule of meetings for all important discussions like Requirement gathering, Design. Development, Testing Deployment, and other issues that may arise in any plans. | * Keep each other informed about the status of tasks (i.e., green, amber, or red). * Ask for any feedback/share best practices * Track performances and discuss action plans * Discuss any new updates within the organization |

STAKEHOLDER INFORMATIONS and People Involved in this project

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSON** | **ROLE / TITLE** | **COMMUNICATION FREQUENCY** | **FORMAT / CHANNEL** |
| * Michael Smith * Nick | * Business Analyst * Architect * Project Managers | weekly, monthly | The Business Analyst team communicates with the Stakeholders to keep track of all the requirements and action plans to be discussed as per the project plan. |
| * Michael Smith * Nick * Dev team * Testing Team * DevOpsps Team | * Business Analyst * Architect * Development Team * Testing Team * DevOpsps Team * Project Manager * Stakeholders | Bi-Weekly | **Weekly updates** set goals and priorities and any action plan is discussed if needed |
| All team members | * All team members along with the Project Manager | Daily | **Standup meeting** for Daily updates for all teams. |
| * All team members | * All team members along with the Project Manager | Weekly | Identify Red Flags meeting identify these roadblocks early and communicate them effectively enables everyone to work together to find an optimal resolution. |

**COMMUNICATION TYPES**

|  |  |
| --- | --- |
| **TYPE** | **WHEN / WHERE / PARTICIPANTS** |
| Microsoft Team Meetings | To be done over Teams video call |
| **SHARE** | |
| * Presentation of any report/s, any other important documents. * Problems are flagged. * Solutions are discussed. | |

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| **TYPE** | **WHEN / WHERE / PARTICIPANTS** |
| Emails, Slack and GitHub | This is open-ended, real-time communication and file sharing with respect to the project |
| **SHARE** | |
| * Includes updates * Includes important announcements | |

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| **TYPE** | **WHEN / WHERE / PARTICIPANTS** |
| In-person Meetings | To be completed with an in-house Leadership team in anticipation of any challenges which were to be discussed biweekly, Sr Leadership team, and Stakeholders |
| **SHARE** | |
| * **Share one day in advance:**   ○ Agenda for the meeting  ○ All performance reports  ○ Attendees needed for the meeting   * **Meeting format:**   ○ Agenda review  ○ Performance review  ○ Questions/discussions  ○ Next steps review   * **Email (immediately after meeting):**   ○ Minutes of meeting to all attendees | |

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