Cyprus International University

Faculty of engineering
Department of Software Engineering
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Masked Face Recognition System (MFR) Communication plan

Project Supervisor
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V1

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1.0 Revision History

Name	Date	Reasons For Changes	Version

2.0 Statement of Purpose

The purpose of this document is to describe the processes and the requirements that are in place to ensure the proper collection and distribution of data related to MFR project. This document includes (a) the roles and responsibilities of the project team in managing communications, (b) a stakeholder analysis, (c) a list of the different project reports, (d) a list of the differed project meetings to be held, (e) information about project information accessibility, (f) a communication summary, (g) how communication documentation will be conducted (h) the guidelines for managing changes in communications needs, (i) the plan modification rules, and (j) the stakeholders' signatures.

3.0 Roles and Responsibilities

Project Sponsor: Team members	The Project Sponsor has the following responsibilities and authority in managing the contract: ➢ Suggest the contract closure conditions of the project and agree to any changes regarding the contract closure. ➢ Suggest the price of the final product and agree to any changes regarding the price. ➢ Suggest the penalty conditions of the project and agree to any changes regarding the penalty.

Project Manager	• Project Manager: Ahmad Jawabreh
	    ➢ Information about the details of the project and the contract.
	    ➢ Responsible to approve the changes to the management plan.
	
	• Project Management team: Zaid Mohtaseb and Ferhat Bal
	    ➢ Information about the details of the project.
	    ➢ Suggest changes on the management plan.

Project Members Assigned to Convey Information	• Project Management team: Zaid Mohtaseb and Ferhat Bal Project members will be responsible to conveying information to the stakeholders

4.0 Stakeholder Analysis

	Zaid Mohtaseb	Ahmad Jawabreh	Ferhat Bal
Role Project	- Project Sponsor - Software Engineer - Management team member	- Project Sponsor - Project Manager - Hardware Specialist - Smart contract developer	- Project Sponsor - Quality Assurance team - Management team member
Organization	AZFCO.	AZFCO.	AZFCO.
Contact Information	Zaidmoh@protonmail.com	Jawabreh@protonmail.com	Ferhatbal@protonmail.com
Unique Facts	Prefers use GitHub for project code	Prefers use of email for project documents	Prefers use GitHub for project code and test sheets
Level of Interest	High	High	High
Level of Influence	High	High	High
Suggestions for managing relationships	Keep informed of all project progress	Keep informed of all project progress	Keep informed of all project progress

5.0 Project Reports

	Data Needed	Frequency of Collection	Responsible Party for Data Collection & Analysis	Report Media & Format	Responsible Party for Distributing Report
Schedule Status	Tracking Gantt Chart	Weekly	Ahmad Jawabreh	Status Form	Ahmad Jawabreh
Work Progress	Tracking weakly achievements	Weekly	Zaid Mohtaseb	Work Progress form	Zaid Mohtaseb
Software quality audit	System code	Weekly	Ferhat Bal	Software quality form	Ferhat Bal

6.0 Project Meetings

	Purpose	Frequency	Attendees	Reporting Requirements
Work Progress	Discussing the work progress on the project	Weekly	• Ahmad Jawabreh • Zaid Mohtaseb • Ferhat Bal	Work Progress Report
Schedule Status	Following the schedule according to Gant chart	Weekly	• Ahmad Jawabreh • Zaid Mohtaseb • Ferhat Bal	Status Form

7.0 Project Information Accessibility

According to our company aims, there will be no centralize storing of the data all of our documentations and data will be storing using file chain protocol (file coin protocol), which give us a protocol to use thousands of distributed nodes around the world to store our data encrypted and distributed.

8.0 Communications Summary

Stakeholder	Type	Communication Medium	Frequency	Responsible Party
Ahmad Jawabreh	Work progress report	Email (Protonmail)	Every Day	Zaid Mohtaseb
Ahmad Jawabreh	Software and code status	GitHub	Day after day	Zaid Mohtaseb
Zaid Mohtaseb	Work progress report	Email (Protonmail)	Every Day	Ahmad Jawabreh
Zaid Mohtaseb	Hardware connection maps and documentation	GitHub	Day after day	Ahmad Jawabreh

9.0 Documentation

Communication Matrix	Ahmad Jawabreh: Jawabreh@protonmail.com Zaid Mohtaseb: Zaidmoh@protonmail.com Ferhat Bal: Ferhatbal@protonmail.com
Performance Report	Work that has been accomplished on <project name> during a certain period of time will be recorded. Information in this documentation helps in monitoring and controlling progress on MFR project
Meeting Ground Rules Report	The rules for ensuring that meetings will be run effectively over MFR project duration are included in this document.
Walkthrough Review Form	➢ The following information is included about walkthrough meetings that will be conducted: ➢ Some suggestions include a checklist of the activities to be completed before the meeting. ➢ A list of all participants along with their roles in the meeting. ➢ The agenda of the meeting, and a list of the possible outcomes of the meeting.
Walkthrough Action List	This document lists the different issues that will be discussed in a walkthrough meeting and whether these issues have been resolved or not.
Lessons Learned Report	This report provides a repository of knowledge gained from experience so that future projects, and the organization may benefit. This document contains a project journal and the close-out discussion of lessons learned.

10.0 Communications Change Management Process

There will be a special form for the employees to request a change and the communication basket with an explanation of the reason and hand it over to the project manager. Accordingly, a meeting will be held between the project manager and team members to discuss the alternative (the new means of communication) after which the employees will be given a form to fill out their IDs on the new communication medium.

11.0 Plan Modification Rules

project manager has the authority to change this plan, need to prepare a form for the employees to enter their IDs on the new platform (New communication platform).

12.0 Approval Signatures

Project Manager:

As project manager on MFR project I have reviewed the information contained in the Communications Management Plan and agree to its content.

Name	Position	Signature	Date
Ahmad Jawabreh	Hardware Specialist - Smart Contract Developer	*Jawabreh*	12-05-2022

The signatures above represent stakeholders' agreement and acknowledgement of the information contained in this document.