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**Communications Management Plan**

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**Introduction**

Since communication is an extremely important key when it comes to succeeding in a project, our team is making sure that we communicate accordingly and our constantly keeping in check what updates or issues we need to work on as a team and as individuals. To We have also met with professor regarding our assignment and have also emailed her regarding any issues that we face. In terms of our client, our group has conducted several interviews at client’s location and have visited the location several times to analyze their system and observe their environment.

**Collection and filing structure for gathering and storing project information**

To make sure that all groups member can access all documents, we are using google drive. Our project manager created the google drive folder and its where the entire team is responsible for posting their deliverables. Since google drive makes it easy for everyone to view and edit the deliverables, the entire team can participate in collaborating or adding any sort of modifications to all deliverables. Sample of records that are provided by client are stored in a paper filing system.

**Distribution structure (what information goes to whom, when, and how)**

Fortunately, through the use of google drive, the entire team can keep up with all deliverables since everyone is required to submit their deliverable on the drive by specific date assigned to each individual. Besides just using google drive to share our documents, our team is also constantly communicating at least once or twice a day through our group’s GroupMe chat to inform other team members on updates or questions regarding their deliverables. Weekly meetings are a great way for entire team to collaborate and share any concerns they are having regarding their deliverables.

**Format, content, and level of detail of key project information**

All team members are responsible for writing and updating their deliverables in a professional manner with proper header, footer and name of author. It’s also important to add the team logo on the header section of each deliverable. Our team is making sure that all communications is done in a formal and professional manner.

During Mid project, our team will submit all of their deliverables up until systems proposal in a binder and will provide a 10-12 minutes presentation regarding our client, our systems development approach and key deliverables as well.

**Production schedule and resources for producing key project information**

1)Start up meeting: This meeting is done to provide scope of project, meet your team members and understand responsibilities and skills of each member.

2)Weekly meetings: In this meeting, every Tuesday after class, our group meets, and records deliverables done and if there is any sort of concern, that is addressed as well.

3)Deliverable updates: Every team member is responsible for posting their respective deliverable on the date it is due with proper format on google drive.

**Technologies, access methods, and frequency of communications**

Google drive is an excellent form of cloud storage that our team is using to constantly post any sort of deliverable and updates on, which also serves as a great platform for entire team to collaborate together and review deliverables of their peers as well in order to provide constructive criticism. Most of communication is done through GroupMe chat, emails or face-to-face conversations. Since team meets weekly, it’s extremely important for members to constantly update and communicate with their peers in regard to their deliverables via group messaging or emails. Communication is very frequent and team members communicate with each other almost daily. Team will also rely on Microsoft project and visible analyst in order to work on graphical charts and diagrams required for this project.

**Method for updating the communications management plan**

If a group member has any concern about updating or modifying the communications management plan, they can talk to project manager regarding their concern and project manager can update the communications management plan.

**Escalation Procedures**

If any team member has any sort of issue or concern, they are encouraged to resolve it as soon as possible since any sort of conflict can negatively impact project either short term or long term. Team members are expected to help out their fellow peers if they are confused about certain deliverable and need guidance.

**Stakeholder communications analysis**

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| **Stakeholders** | **Document/**  **Communications Name** | **Document/ Delivery Method Format** | **Contact Person/ Producer** | **Due Date/Frequency** |
| Project team | Weekly updates | Hard copy, weekly meeting, Google drive is used for updating deliverable | John-Joshua Izuegbu, Pratik Asarpota | Tuesdays 4pm |
| Client’s Organization | Monthly status report | Hard copy and monthly meetings | Sean Tran | Depends on client’s availability |
| Project steering committee | Weekly updates | Weekly meetings | Faryal Khan, Adekunle Kukoyi and Chantera Lazard | Tuesdays 4pm |

**Glossary of terms**

* Visible analyst= Software that is used for data storage and organizational documents.
* Microsoft project = Software used for project management in order to stay organized and manage activities of their respective projects.