COMMUNICATION PLAN

| **STAKEHOLDERS** | **DELIVERABLE** | **FREQUENCY** | **PRIORITY** | **OWNER** | **PREFERRED DELIVERY METHOD** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- | --- |
| School Management | Project Status | Weekly | Very High | Project Manager | Video Conference | Includes overall progress, risks, and issues. |
| IT Department | Technical Updates | Weekly | High | IT Lead | Email | Focuses on technical aspects and system performance |
| Teachers | System Training Schedule | Bi-Weekly | High | Training Coordinator | Email / Intranet Announcement | Detailed schedule of upcoming training sessions. |
| Parents | LMS Introduction | Monthly | Medium | School Administration | Newsletter / Parent-Teacher Meetings | Provides an overview of the LMS and its benefits. |

### **Explanation and Comments:**

* **School Management**: Regular weekly updates on project status are crucial to keep the decision-makers informed and to facilitate timely decision-making. The priority is very high due to the strategic importance of the LMS.
* **IT Department**: Weekly technical updates help identify and address any potential issues promptly. Email is preferred for detailed technical communication. (if applicable)
* **Teachers**: The training coordinator will ensure that teachers are well-informed and receive a bi-weekly update on training schedules to prepare them for the transition to the new LMS.
* **Parents**: Monthly communication will keep parents informed about the LMS and its benefits, fostering community support for the project.