**Communications Management Plan**

**Prepared by:** Charmi Patel **Date: 19/03/2025**

**1.** **Introduction**

The Communications Management Plan outlines the processes, tools, and responsibilities for managing project communications. It ensures that all stakeholders receive relevant, accurate, and timely information to facilitate collaboration and decision-making.

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

- All project documents will be stored in a centralized repository (e.g., shared drive, project management software).

- Documents will be categorized by type (e.g., reports, performance metrics, system logs, meeting minutes).

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

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| **Stakeholders** | **Communications Name** | **Delivery Method/Format** | **Producer** | **Due/Frequency** |
| Mentor | Weekly status report | Hard copy/shared drive and short meeting | Daniel Vaipulu | Thursday afternoons |
| Client | Fortnightly status report | Hard copy/shared drive and short meeting | Raymond Lutui | Fortnightly, Thursday afternoons |
| Project team | Weekly status report | meeting | All team members | Wednesday afternoon 12pm (time may vary) |

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

* Reports: Summary of network performance results, issues, risks, and next steps.
* Presentations: High-level updates for executives and stakeholders.
* Emails: Concise updates with relevant attachments or links to documents.
* Meeting Minutes: Key discussion points, decisions, and action items.
* Performance Data: Detailed network performance logs, benchmarks, and analysis reports.

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

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

* **Technologies Used:** Email, Video Conferencing, Project Management Software, Shared Drive (e.g., One Drive, Discord)
* **Access Methods:** Secure login credentials, permission-based access control.

**7.** **Method for updating the communications management plan**

* Updates will be made as needed based on feedback and project changes.
* The Project Manager is responsible for reviewing and revising the plan.
* Significant updates will be communicated to all stakeholders.

**8. Escalation procedures**

* Issues should be reported to the Project Manager.
* If unresolved within 48 hours, the matter will be escalated to the Project Sponsor.
* Critical issues will be brought to the Steering Committee for resolution.

**9. Stakeholder communications analysis**

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| **Stakeholders** | **Document Name** | **Document Format** | **Contact Person** | **Due Date** |
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| **Comments:** | | | | |

**10. Glossary of terms**