IS321 – State’s Attorney Project – Team B

Communication Plan

1. Methodology/Framework

- Main methodology to be used is Agile. With Agile, we focus on Interactions between team members, Collaboration both internally and externally, Working Software where team members work and share together, and Adaptability and Ready to respond to any changes.

- Main framework to be used is Scrum. With Scrum, Scrum Master will facilitate some main events, including:

+ Daily Standup: project team members quickly update the work they are doing during the day at the beginning of the day. This event helps team know what is going on and whether any roadblocks or impediments exists.

+ Sprint Planning: project team works together to decide which tasks will be done in a sprint, bringing tasks from Product Backlog to Sprint Backlog.

+ Sprint Review: project team meet together to review what was accomplished during the sprint. This event can also include different stakeholders such as project sponsors, supervisors, etc.

+ Sprint Retrospective: project team meet together to discuss the sprints’ success, challenges, and insights: what did we do right, what wrong, what should we improve, etc.

2. Team Communication

- Main channels:

+ GitHub: for project management, task/issue tracking, document share and storage

+ Teams (in case our sponsor prefers this): for online team meeting, client meeting, group chat, shared documents with client, updates to client

+ Snapchat: another group chat for contact

+ Outlook: for formal email, important information, follow-up actions

- Main events:

+ Team Weekly Meeting: In person, Scovill Ground Floor, every Friday, 8-9 PM

+ Sprint: 1-week sprint, start from Friday to Thursday.

+ Sprint Review: will do in every Team Weekly Meeting, may do with client every 2 weeks in Client Meeting.

+ Sprint Planning: will do in every Team Weekly Meeting.

+ Daily Standup: 2 times per sprint. Team check-in on Monday and Wednesday at 9 am.

+ Sprint Retrospective: once a month

- Ground rules:

+ The most important thing is communication and collaboration.

+ If there is a problem/roadblock/impediment, raise immediately to a team for advise, help, or support.

+ If receiving messages or emails from anyone in a team or other stakeholders, reply ASAP.

+ Willing to help or support each other, and succeed together.