

Acme Manufacturing Cloud Migration: Communication Plan

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This document outlines the communication channels, reporting frequencies, and stakeholder communication strategies for the Acme Manufacturing cloud migration project. Effective communication is crucial for project success.

I. Project Stakeholders:

- **Acme Manufacturing Management Team:** Primary recipients of high-level project updates and key decisions.
- **Acme Manufacturing IT Department:** Primary recipients of technical updates and operational information.
- **Project Team:** Yanga Mgudwa (Overall Lead), Tsakani (Application Architect), Bushy (Data Architect), Yamkelani (Performance Engineer), Lusanda (Security Engineer). Frequent communication required for task coordination and issue resolution.
- **AWS Support (if applicable):** For seeking technical assistance from AWS support.

II. Communication Channels:

- **Weekly Team Meetings:** A weekly meeting will be held to discuss project progress, address roadblocks, and coordinate tasks. This meeting will be held via Microsoft Teams on agreed times. Meeting minutes will be documented and shared with all stakeholders.
- **Email:** Email will be used for routine communications, including sharing documents, providing updates, and escalating urgent issues. A dedicated email address yangamgudwa@yahoo.co.uk will be used for project-related communication.
- **Project Management Tool:** Specify Tools, e.g., Eraser.io, Slack etc will be used for task assignment, tracking progress, and managing issues. All stakeholders will have access to this tool as appropriate.
- **Centralized Document Repository:** A shared repository (e.g., GitHub, SharePoint) will be used to store all project documentation and code. All stakeholders will have access to the repository as appropriate.
- **Status Reports:** Regular status reports (weekly) will be provided to Acme Manufacturing management, summarizing project progress, key milestones, and any risks or issues.
- **Risk Reports:** A risk register will be maintained and reviewed regularly, with reports issued as needed to communicate potential risks and mitigation strategies.
- **Issue Tracking:** [Specify Tool, e.g., Jira] will be used to track and manage issues.

III. Reporting Frequencies:

- **Weekly Status Reports:** Provided to Acme Manufacturing management.
- **Weekly Team Meeting Minutes:** Shared with the project team and Acme Manufacturing IT.
- **Risk Reports:** As needed, when significant risks or issues are identified.
- **Issue Tracking Updates:** Regular updates on the status of reported issues.
- **Post-Migration Report:** A comprehensive report summarizing the project outcomes, lessons learned, and recommendations.

IV. Stakeholder Communication Strategies:

- **Acme Manufacturing Management:** High-level updates focusing on progress, milestones, budget, and key decisions.
- **Acme Manufacturing IT:** More detailed updates on technical aspects of the migration.
- **Project Team:** Frequent communication and collaboration using the chosen tools.

V. Escalation Procedures:

For urgent issues or critical problems, the following escalation path will be followed:

1. Team Member -> Team Lead (Yanga)
2. Team Lead -> Acme Manufacturing IT Manager
3. Acme Manufacturing IT Manager -> Acme Manufacturing Management

This communication plan ensures that all stakeholders receive timely and appropriate information throughout the project lifecycle. Regular review and updates to this plan will be conducted to address any changes or challenges. All communication should maintain a professional tone and focus on clear and concise information.