

# Case Study Module 6 Update: Relaxing Travel (continued)

You are about ready to start the project, so you need to set up a communication plan. You will need a way to communicate with your team so that you will be able to set up each week's planned work, and to check in during and at the end of each day in order to discuss their progress to date, and to make adjustments if necessary. You also need to communicate with other stakeholders such as the owners and the employees who are moving from the branch office to their home offices. You would like communications to be organized so that you are not on the phone all day with different people, answering the same questions over and over again.

You also need to think about a Risk Management Plan. You need to consider what unforeseen things can happen that can impact the project, how likely the chance that these things can happen, and how serious of an impact they can make on the project.

Thinking about risks has logically led to thinking about changes. Changes can happen as a result of a risk coming to fruition, or for a myriad of other reasons. For example, suppose an agency employee decides she has changed her mind about working from home, or maybe your supplier can't get all of your printers on-time, or the owners decide that they need to have the project completed in three weeks instead of four. Any time you need to make a change to your plan, you should start with a change request. Once the change request is documented, it is submitted to a control board, or the project sponsor – in this case, the owners of the travel agency.