**Project Title: Relaxing Travel**

**Prepared by: Jilalo Sherif**

**Group: 11**

**Professor: Joanne B. Brogden**

**Date: 8/9/2023**

**Communications Management Plan**

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| **Project Name: Relaxing Travel Office Relocation** | Beginning Date: 7/24/23 |
| Project Manager: Morrese Morrison | Completion Date: 8/18/23 |
| **Planning** | |
| Project objective and key message points  \* Moving furniture to the six home offices and setting up  \* Configuration of hardware and software at the six home offices  \* Testing hardware and software | |
| Stakeholders – target audience  \* Project team members  \* Project owner  \* Employees at the first location  \* Information to existing clients of the second location about the relocation to fully virtual service | |

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| Communication | Frequency | Goal | Owner | Due Date |

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| Project Team |

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| Project Status  report | Weekly | -Weely assignments  -Review project status  -Discuss potential issues or delays | Project  manager | Every Friday at 5:00 pm |
| Team standup | Daily | -Completed assignment review  -To do list  -Preparation for Expected Challenges | Project  manager | Every day between 8:30 am – 9:00 am |
| Task progress  updates | Daily | -Daily report | Project  manager | Every day at 5:00 pm |
| Project Review | At milestones | -Home office setup  -Hardware & network configuration  -Next steps | Project  manager | -End of week 1  -End of week 2  -End of week 3 |
| Post-mortem  meeting | At end of  project | - Project Completion Evaluation  -Lessons learnt | Project  manager | At end of project |

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| Project Sponsor |

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| Project status  report | Weekly | -Report review  -Addressing unforeseen Issues | Project  manager | Every Friday at 5:00 pm |
| Project review | At milestones | -Hardware and software test run  -Feedback | Project  manager | At end of project |

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| **Comments**:  \* Continuous communication among team members via face to face, telephone, and email.  \* No injury reported as maximum safety practiced,  \* No IT glitch at the test run  \* Project completion within a budget |