**COMMUNICATION MANAGEMENT PLAN**

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**Project 4 - E-commerce System for Marginalized Communities**

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The purpose of this document is to describe communication strategy that will be undertaken during the execution of this project.

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Revision History

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| --- | --- | --- |
| **Version No & Date.** | **Description** | **Author** |
| Version 0 (6 May 2013) | Draft | Ntsane Kolisang |
| Version 1 (7 May 2013) | Updated the Communication Matrix | Ntsane Kolisang |
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## Scope

* + 1. Communication between all stakeholders is key for the success of a project. The project team therefore has developed this communication plan so that the project goals are met.
    2. This project communications plan document identifies the stakeholders and audience that will form part of communication lines, the method of the communication, the frequency and the individuals responsible for executing the plan.
    3. Primay base of communication among stakeholders shall be email.
    4. Platforms for communication for the project team shall be email and watsapp, skype, gmail, google docs and drop box.

## Parties Involved

* + Scrum Master : Ntsane Kolisang
  + Lead Analyst : Tsungai Makoni
  + Lead Designer : Abram Rankapole
  + Lead Developer : Ronald Chinku
  + 2nd Analyst : Giovanna Conti
  + 2nd Developer : Dusan Gnjatic
  + Reed House Systems : Professor A. Terzoli
  + Reed House Systems : Okelitse Nyathi
  + Reed House Systems : Sylvester Hanye
  + Reed House Systems : Moses Tsietsi
  + Egazini Outreach project : Vukile Teyise
  + Egazini Outreach project : Violet Booi
  + Egazini Outreach Project : Nomathemba Tana
  + Egazini Outreach Project : D. Gonga
  + Department of Information Systems : Lydia Palmer
  + Department of Information Systems : Mrs. Lydia Palmer
  + Department of Information Systems : Mr. Ed Delarey
  + Department of Information Systems : Dr. Caroline Khene
  + Project Team : Scrum Master, Analysts, Designers & Developers.

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| --- | --- | --- | --- | --- |
| What | Who/Target | Purpose | When/Frequency | Type/Method(s) |
| Initiation Meeting | All stakeholders | Gather information for Initiation Plan | FIRST  Before Project Start Date | Meeting |
| Project Kick Off | All stakeholders | Communicate plans and stakeholder roles/responsibilities.  Encourage communication among stakeholders. | At or near Project Start Date | Meeting |
| Status Reports | All stakeholders | Update stakeholders on progress of the project. | End of Each Iteration | Presentation  Demonstration  Discussion  Electronic Documentation of the SRS and SDS posted on the project site. |
| Team Meetings | Entire Project Team. | To review detailed plans (tasks, assignments, and action items). | Regularly Scheduled.  Weekly is recommended for entire team. Weekly or bi-weekly for sub-teams as appropriate. | Meeting  Project Management Plan. |
| Project Advisory Crisis Meetings | Project Team and the affected stakeholder. | Update Project Advisory on status and discuss critical issues. Work through issues and change requests. | As determined by the project development and iterations. | Meeting |
| Post Project Review | Project Team, Project Manager, key stakeholders, and sponsor(s). | Identify improvement plans, lessons learned, what worked and what could have gone better. Review accomplishments. | End of Project or end of major phase. | Meeting/Report  Project Office will produce report. |
| Presentations to Special Interest Groups | Project Team and Project Facilitators | To present the project for academic interest and to industry. | At project milestones so as to communicate with other interested parties of changes that will be introduced outside of the Project Team. | Presentation  Demonstration |
| Other… | To be determined by the Project Team | General communications | As needed | email lists, RUConnected home page announcements, Watsapp, |