Stakeholder Communication Plan

Project Name: R&D CLIENT PORTFOLIO MANAGEMENT

Project Goals: Write a report about the existing system and the ideal system and prototype the ideal system.

**Stakeholders:**

* Stephen Thorpe (Mentor)
* Yu Tang (Project Leader)
* Penelope Huang (Project Member)
* Ramesh Lal (Client)

**Stakeholders' Needs and Expectations:**

* Stephen Thorpe: Wants to be kept informed of the project's progress and be able to provide guidance and support.
* Yu Tang: Wants to be able to communicate effectively with all stakeholders and ensure that the project is on track to meet its goals.
* Penelope Huang: Wants to be able to contribute to the project and be kept informed of the project's progress and decisions.
* Ramesh Lal: Wants to be kept informed of the project's progress and be able to provide feedback and input.

**Communication Goals:**

* To keep all stakeholders informed of the project's progress and decisions.
* To obtain feedback and input from stakeholders.
* To build relationships with stakeholders and foster collaboration.

**Communication Channels and Frequency:**

* Stephen Thorpe: Weekly email updates and meetings as needed.
* Yu Tang: Daily Teams chats and weekly meetings.
* Penelope Huang: Daily Teams chats and weekly meetings.
* Ramesh Lal: Bi-Weekly email updates and meetings as needed.

**Communication Content and Format:**

* Email updates: Brief summaries of the project's progress and decisions, as well as any important questions or requests.
* Teams chats: Informal communication and collaboration between team members.
* WeChat chats: Informal communication between team members.
* Meetings: Formal discussions of the project's progress, decisions, and challenges.

**Communication Evaluation Methods:**

* Conduct regular surveys with stakeholders to assess their satisfaction with the communication plan and to identify any areas for improvement.
* Monitor stakeholder engagement and participation in communication activities.
* Solicit feedback from stakeholders on individual communication activities.