

COMMUNICATION PLAN

Project: **E-commerce website for Caramels and Almonds**

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PRINCE2

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Client: Caramels and Almonds by Senuthi Wijesinghe.

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Version No: 1.0

1 Communication Plan History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location.

1.2 Revision History

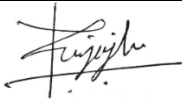

Date of this revision: 25/06/2023

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
25/06/2023	-	First issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version
Dr.Yasas Jayaweera		Project Board	25/06/2023	1.0
Pruthuvi Wijesinghe		Project Manager	25/06/2023	1.0
Miss. Senuthi Wijesinghe		Client	25/06/2023	1.0

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	25/06/2023	1.0
R.S.Senarathna	Quality Manager	25/06/2023	1.0
A.S.De Silva	Risk Manager	25/06/2023	1.0
Hasini Jayasekara Vithanage	Scheduling Manager	25/06/2023	1.0
H.M.Pumudi Chamalka Kumari Herath	Start-up Manager	25/06/2023	1.0

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Communication Plan

3 Purpose

The major goal of this document is to identify the parties who may be affected by the project and who must be kept informed of its development. The interaction between the project team and key stakeholders will be documented in the paper.

4 Interested Parties

- The project board
- The client
- Project manager
- Startup manager
- Quality manager
- Risk manager
- Scheduling manager

5 Information Required

Meeting minutes provide contact information for project team members as well as meeting times. Furthermore, the previous meeting minutes, which also include key steps and the schedule for the following meeting, are required at every meeting.

6 Information Provider

The client will provide all the relevant data about the project requirements. The start-up manager is in charge of relaying information to the rest of the team.

7 Communication

7.1 Communication Frequency

Once a week, team meetings will be held with the participation of the team members. Also, board meetings will be held once a week, in the presence of the project board and team members. Client meetings will be held twice a month to update the client on the progress of the project.

7.2 Communication Method

Direct voice calls and group video conferencing will be used as communication methods. Also, the team will be updating each other using a WhatsApp group. Meetings with the project board will happen at the SLIITA premises. Communication with the client mainly happens via Zoom and WhatsApp.