COMMUNICATION PLAN (Informatics Project management Group-2)

Epitech – Developing Epilepsy Care with Implantable Device.

Mariam Khan,FNU Sahrash Fatima, Likhitha Kantipudi, Venu Madhav Pentela, Veera Venkata Satyavathi Surapureddy

What	Who/Target	Objective/purpose	When/Frequency	Type/Methods
Project Induction Meeting	Operational management	To discuss the objective of the project with team members, to prepare a draft for work flow, to gather the required information for project.	January 29th 2024, 10:30 AM	In-person meeting
Project charter	Stakeholders -Research Institutions -Pharmaceutical Companies -Medical device manufacturers -Public Health agencies -Healthcare administrators	Share a detailed strategic plan to inform stakeholders about the project's scope and actively seek their commitment and participation.	January 31st 2024, 1:00PM	Virtual meetings through Microsoft teams.
Project commencement	All teams	Enables the distribution of project plans and defines stakeholder duties, encouraging active communication among stakeholders to thoroughly review and discuss the project's objectives,deliverables, scope, budget, and work plan.	February 2nd 2024, 10:00 AM	Email, Virtual meetings through Microsoft teams.
Activity reports	All stakeholders, Business process management team.	To inform stakeholders of developments, dangers, and problems associated with the development of the project	Biweekly/Monthly (when stakeholders seek updates)	Communication via email, virtual meetings, and utilizing a SharePoint project repository.
Team Meetings	Functional leadership team	To discuss project tasks, monitor development, and resolve any obstacles impeding our operations.	Every Wednesday, 2:00PM	Email, Virtual meetings through Microsoft teams

	Core team: FNU Sahrash Fatima, Likhitha Kantipudi,Venu madhav Pentela,Veera Venkata Satyavathi Surapureddy	Develops plans, assigns tasks, resolves issues, communicates with stakeholders, makes decisions, manages risks, and celebrates project milestones.	Every Thursday, 3:00PM	In-person session facilitating detailed problem-solving, aided by MS Project and Teams for coordinated task management and issue resolution.
	Functional teams:	Offers unique expertise, actively enriches the project plan with valuable input, and ensures the validation of project deliverables.	Every Friday, 3:00PM	Microsoft teams.
	Entire project team: Mariam Khan(Project manager),FNU Sahrash Fatima, Likhitha Kantipudi,Venu madhav Pentela,Veera Venkata Satyavathi Surapureddy	Participate in structured discussions to ensure alignment, foster collaboration, share updates, discuss progress, address challenges and make decisions.	Every Tuesday, 1:00PM	Email, Virtual meetings through Microsoft teams
Project advisory: Testing Updates	Mariam Khan, FNU Sahrash Fatima,Likhitha Kantipudi,Venu madhav Pentela,Veera Venkata Satyavathi Surapureddy ,Dr.Zeyana Hamid	To report the progress of testing activities, including the number of tests conducted, defects identified, and their respective severities	Bi-weekly(during testing phase)	In-Person Meetings.
User-feedback sessions	All team members, external stakeholders and users.	To gather the feed-back from users.	Monthly(for 3 months post-launch)	In-Person Sessions, User surveys.