PROJECT DOCUMENTATION

COMMUNICATION PLAN

Project:	**Weather Prediction Web App to Optimise Solar Power Plants**

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PRINCE2

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Client:	Mr. Charlie Karunaratne
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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:
Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
02/05/2024		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		1.0
K D Sachin Akash		Project manager		1.0
Mr. Charlie Karunaratne		Client		1.0

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
K D Sachin Akash	Project manager	02/05/2024	1.0
S I Subasinghe	Startup manager	02/05/2024	1.0
M T Suriyaarachchige	Risk manager	02/05/2024	1.0
M F M Rashidh	Quality manager	02/05/2024	1.0
K M T R Rodrigo	Scheduling Manager	02/05/2024	1.0

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Date: 02/05/2024

Communication Plan

2   Purpose

The purpose of this document is to outline the communication plan implemented among the stakeholders involved in the project. Additionally, it will log any modifications made to the product and their impact on the final appearance of the product.

3   Interested Parties

The stakeholders involved in this project include the client, the project board, the project manager, developers, the business analyst, quality assurance engineers, and technical writers. Each of these parties has stake in the project's performance.

4   Information Required

Ensure that the team has the client's contact information, which includes, phone number and his email address. It will be valuable in conveying important updates about meeting schedules and meeting links. It is essential that all the relevant documents such as previous client meeting minutes, notes, decisions and all the agenda details of the upcoming meetings.

- Project board meeting
  - o   Daily log
  - o   Client meeting minutes
  - o   Risk log
- Quality Review
  - o   Quality plan
  - o   Product description

5   Information Provider

The client is the primary information provider, Therefore, client is responsible of immersing the Start-up Manager and the team in the client's world and the conveying problem the client wants solved as the team will deduce the requirements and the solution based on the information provided and the understanding of the depth of the problem.

6 Communication

6.1   Communication Frequency

To promote effective communication, meetings are scheduled bi-weekly. In the said meetings members will exchange updates on the project tasks and ongoing issues. Additionally, board meetings will be held on a weekly basis and both team and project board will be participating. providing a project overview, milestone review, and seeking approvals. Client meetings are held bi-monthly to sync project progress with client expectations and gather feedback.

6.2   Communication Method

Google Meet serves as the primary communication tool for team discussions, offering seamless connectivity regardless of physical location. Integrated with Gmail and Google Calendar, scheduling meetings becomes effortless. Board meetings are conducted physically on campus to promote direct interactions and address complex issues in person. To monitor project progress and tasks effectively, GitHub is utilized, offering task organization, timelines, and team member responsibilities.