# Communication Management Plan

## 15 November 2021

**Project Name:** Global Treps Project

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| **Stakeholders** | **Information** | **Delivery Format** | **Due/Frequency** |
| Project Oversight Committee | Weekly Report | Hard Copy and Short Meetings | Friday mornings |
| Sponsors | Monthly Report | Hard Copy and Short Meetings | First Thurs. of the Month |
| Project Team | Weekly Report | Short Meetings | Monday mornings |

With a global team, the best format for communication would be through Slack, a business communications platform, which will ease the response time for communication between teammates and allow the sharing of minor documents and other data. As for meetings, Zoom and Skype will be the main source where teammates will be able to share their presentation and deliver progress reports with the help of a visual aid to address concerns of the oversight committee and/or sponsors. Hard copies will need to be delivered beforehand with an itinerary of the meeting, the transcription of the meeting with regards to the main topics with supporting data.

Meetings with the sponsors will occur on the first Thursdays of the month to review the progress so far, as well as to raise any concerns and issues that need to be addressed, with a plan for resolution to overcome the concerns. Communication with the oversight committee will follow the same format but be delivered on a weekly basis on Friday mornings to review the progress of the past week and to aid in remaining on track with the original goals of the project. Outside of these planned meetings, any urgent communication will be delivered through email. Regarding the project team, weekly meetings will be held on Monday mornings to review the past week progress, as well as address and concerns that may have arisen.