

NEUsed Project Management - Communication Plan

Team Members

Jing Shen (Primary Contact), Siyu Chen (Alternative Contact), Yixuan Yu, Yijing Liu

Project Methodology

Our proposed implementation project methodology for NEUsed is **Agile**. Agile has a number of benefits for projects of this type including regular collaboration within the project team that drives deep understanding of the solution within the team. For this project, we will adopt **Scrum** and **Kanban** as the main frameworks.

Critical to the success of agile is the commitment of the project team to the project schedule and meetings. Key personnel to assist agile is arranged as follows:

Role	Team Member	Responsibility
Product Owner	Jing Shen	Collaborate and communicate with stakeholders
Scrum Master	Siyu Chen	Organize 10 minutes daily 'stand up' by holding online meetings via Microsoft Teams Check in project progress
Development team	All	Plan, build, test and review

Project Constituencies

The key constituencies for this project include three parts as listed below.

Role	Team Member
Project Team	Jing Shen, Yixuan Yu, Yijing Liu, Siyu Chen
Stakeholders	Course staff
Customers	NEU staff, students and public

Project communication plan

Our communication plan is divided into three parts for each constituency of our project. In a Scrum framework, work is broken down into ‘sprints’. This communication plan is designed to incorporate the required workflow for each sprint.

Project Team

Communication	Objective	Frequency	Method	Deliverable
Sprint Planning	Set up Goals & Tasks	Weekly	Microsoft Teams	Project Wiki
Stand Up	Daily Progress Report	Daily	Microsoft Teams	Doc
Sprint Review & QA	Present Project Progress & Discuss Next Step	Weekly	Microsoft Teams	Project Board
Retrospective	Follow-up Improvement	Weekly	Microsoft Teams	Verbal feedback

Stakeholders

Communication	Objective	Frequency	Method	Deliverable
Project Proposal	Set up Team & Project Goals	At Beginning	Piazza + Github	Report
Project Status Report	Review Project Status & Discuss Potential Issues	Weekly	Github + Microsoft Teams	Project Page
Project Final Review	Present Project Deliverables	At End of Project	Demo + Github	Presentation

Customers/end-users

Communication	Objective	Frequency	Method	Deliverable
User Acceptance Test	Gather User Feedback	Weekly	Demo + Project page	Feedback report
Project Pre-launch	Final-round Testing before Launch	At End of Project	Heroku	Official Website