

# Communication Management Plan - Version 1.0

## Date 2/23/2025

**Project Name:** Dream Builders

### 1. Stakeholder communications requirements:

- **Paul Mele (Project Sponsor)** is expecting clear communication and frequent updates on the progression on the project.
- **Jason Deane (Project Champion)** is expected by the project manager to provide a weekly check-in by Friday every week to get status on our project.
- **Group Members** are expected to communicate with each other frequently to progress in the team project and hit our success criteria.

### 2. Communications summary:

Stakeholders	Communications Name	Delivery Method/Format	Responsible	Due/Frequency
Paul Mele (Sponsor)	Weekly Status Report	Email	Holden	Every Friday
Jason Deane (Champion)	Weekly Status report	Email	Holden	Every Friday
Holden Crouse Asher Tilghman Weijin Tsu Luis Martinez Andres Vasquez (Group Members)	Project updates	Group Chat Messages, In-person meetings	Entire team	Meeting during class every Tuesday and Thursday.  Online communication should be held through IMessage groupchat.