**6.7. Communications Management Plan**

**6.7.1. Introduction**

This is an important component of the project as the communications management plan outlines how the team will operate to fulfill the system, it outlines the strategy of the communication for the team and stakeholders.

The plan will discuss the type of information which will be communicated throughout the development which includes project updates, discussing progress report, risks, and issues with the project. The plan also specifies the communication needs of all parties involved and what the approach will be in order for the communication process to go accordingly.

**6.7.2. Communications Management Approach**

The project manager is the one responsible for holding regular meetings with the project team and discuss the updates being made. These meetings will be held to ensure that everyone is aware of the progress of the project. The team should also establish a way to address any conflicts or issues that arise by communicating clearly.

**6.7.3. Communications Management Constraints**

The Communications Management Constraints for the project are crucial to the overall project management plan because these constraints help in defining the limitations which may impact the communication processes and strategies created for the project. The team will look to develop solutions with the help of identifying the constraints in order to mitigate potential challenges. This section will provide an overview of the constraints that may impact the project’s communication strategies and processes. These constraints are the following:

1. Availability of team members: Some team members may have other work or responsibilities now making them unavailable to communicate.
2. Limited budget for resources and tools used for communication: The budget may not be sufficient to fund communication tools which can be used to improve the communication management plan.
3. Time conflicts: The provided deadlines may provide challenges in completing requirements and could result in conflicts with conducting regular meetings.
4. Technical difficulties: This may include internet problems and other technicalities that may be a constraint to communication processes.

**6.7.4 Communication Methods and Technologies**

The Villamin Wood and Ironworks System requires understanding from the team of the communication methods and technologies in order to effectively communicate with the stakeholders. It is essential to consider different factors and limitations in ensuring that the stakeholders will receive the information they need at the right time and in an efficient manner. This includes delivering project updates, progress reports, and other relevant information. Some factors to consider are the location of the stakeholders, level of technical expertise of the stakeholders which should be considered to factor how the team should communicate. Also, the budget and resources available.

Based on the stated factors, it is important for the team to utilize the use of technologies such as a project management software, email, telephone and video conferencing for meetings.

**6.7.4 Communication Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication Type | Purpose | Medium | Frequency | Audience |
| Initial Meeting | Introduction of the project team and the proposed project, presenting the objectives and the entire project plan. | Microsoft Teams | Once | * Project Manager * Project Team Members * Client |
| Team Meetings | Discussing the tasks and working on the deliverables. | Microsoft Teams  Face-to-face Meetings | Weekly | * Project Manager * Project Team Members |
| Progress Reports | Updating progress with the project and its deliverables. | Microsoft Teams  Face-to-face Meetings | Every other week | * Project Manager * Project Team Members |
| Sprint Meeting | To discuss the works that need to be completed and plan on how to accomplish. | Microsoft Teams  Face-to-face Meetings | Every other week | * Project Manager * Project Team Members |
| Technical Meetings | To discuss any technical issues regarding the project development and plan on how to resolve. | Microsoft Teams  Face-to-face Meetings | Only when needed | * Project Manager * Project Team Members |

**Roles and Responsibilities**

**Project Sponsor**

* The project sponsor is responsible for guiding the project manager and project team in ensuring that the goals and objectives are met. The project sponsor also communicates with the entire team in checking the progresses being made.

**Product Owner**

* The product owner is responsible for ensuring that the project accomplishes the objectives and represent the interests of the stakeholders. The product owner needs to be assertive and communicate clearly with the team on what is needed for the project in order to maximize the project’s value.

**Project Manager**

* Project Manager has the responsibility of overseeing the entire project which requires coordinating with all parties involved to assure clear communication is being done for the benefit of the project.

**Developer**

* The developer is in charge of converting the ideas for the project into useful software programs which requires the developer to have a clear understanding of what will be developed. The developer will also need to communicate clearly and quickly regarding issues which may occur during the development process in order to resolve it immediately.

**Quality Assurance**

* The quality assurance is in charge of ensuring that theentire project deliverables and product are consistently meeting its quality standards. Therefore, he/she needs to communicate with the team and check regularly on their tasks to ensure that the quality of their work and deliverables meet the criteria.

**Product Tester**

* The product tester is responsible for testing the system and ensuring that it operates as intended and meets the quality standard set for it. The tester is in charge of reporting issues and adjustments to be made to the system.