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| Communication Management Strategy  Online Learning Platform | Prince2  Author:  Owner:  Client: Jarl Tuxen  Version: |

# Communication Management Strategy History

## Revision History

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| --- | --- | --- | --- |
| version | Revision date | Implemented by | Reason |
| 1.0.0 | 02-03-2016 | Åsa Wegelius | First draft |
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## Approvals

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## Distribution

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# Introduction

First part will cover our internal communication strategy. The second part will cover stakeholders and our communication strategy concerning them.

# Communication procedure

## 4.1 Skype meeting

We will have one Skype meeting per week during the first stages up until 06-05-2016. This since the project is part time up until the last weeks before delivery. We will have best probability for everyone to participate if it is an online meeting.

We point out a secretary at start of the meeting to keep protocol. The protocol shall be simple and brief.

* Date
* Who is attending
* One point for each subject with a brief summary.

The participants tell what they have been working on since last meeting, and if they encountered any problems they need help with.

All protocols from those Skype meetings will be added in a document on GitHub.

## Facebook group

For all daily informal information. It can be someone gets an idea, or need help to solve a task or discover some issue that need to be solved immediately is written in our Facebook group. This to maximize how many sees the information.

## Scrum communication

* Each sprint will start with a planning meeting.
* During the sprint there will be daily stand-up meetings
* At the end of each sprint there will be a sprint review
* At the end of each sprint there will be a sprint retrospective

# Tools and techniques

Most communications up until 06-05-2016 will be online to ensure that all have an opportunity to get the information. We will use Facebook, GitHub and Skype.

We will use the backlog during the whole project to communicate the project scope to all.

We will use a sprint board during the sprint phase to communicate the state of the current sprint.

# Records

All records will be kept on GitHub in the Document folder for the project.

# Reporting

Written reports with a deadline to be uploaded at Fronter will be added in the backlog first. All will have an opportunity to choose what report/parts they would prefer to work on. Each team member is responsible to take tasks by themselves. That is, each team member decides for themselves how much they will put in the project. Åsa Wegelius is responsible to see reports are complete and delivered.

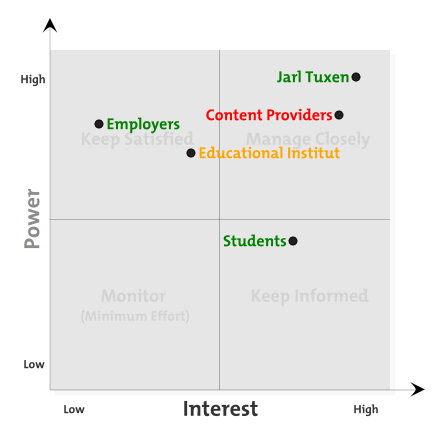
## Planned Reports

|  |  |
| --- | --- |
| Report | Delivery Date |
| Project Brief | 16-02-16 |
| Project Initiation Document | 04-03-16 |
| Solution Document | 11-03-16 |

# Stakeholder analysis

## List of Stakeholders and Stakeholder diagram

* Educational Institutions
* Employers
* Students
* Content Providers
* Jarl Tuxen



## Stakeholders Motivation and Concerns

### Educational Institutions

Providing samples of coursers online can be used as promotions to raise the interest in them. There can also be an interest in offering courses to a wider audience for public utility.

Some educations require specific prior knowledge. Providing online courses containing that knowledge as support to students before the course, will raise their throughput.

### Employers

When you hire new staff they need to get to know the processes and tools that your workplace use.

# Information needed for each interested party

[This covers inbound and outbound information over the project boundary together with the format of the communication, frequency and content. It includes communications involving stakeholders: listed under the last heading. This part of the communication plan lends itself rather well to being summarized in a table. If you use a table though, you need to change the order of this section to list the communications, then against each one who needs it, rather than listing the interested parties, then what communications they need to be involved with.]