Communications Plan

Pill Organizer Team
22 March 2021

Project Team

We chose open source as our methodology, so we will be using written communications as well as face-to-face meetings when possible. We will have team meetings on Wednesdays to discuss project progress and updates. Zoom will be our platform of choice for face-to-face meetings. Outside of meetings, Microsoft Teams will be our main asynchronous communications channel, with GitHub comments being used as development progresses. Most discussion on Teams will be ephemeral. Any project progress and milestones will be preserved on our GitHub project board as well as in our commits.

Stakeholders

We will give updates to our stakeholder primarily via Piazza posts. In each update, we plan to discuss how development is progressing towards each milestone. Stakeholders will also be able to review GitHub repo/commits and could discuss progress with the development team. Meetings may be requested via Zoom as necessary for demonstrations of a functional product to review GitHub feedback. Our meeting notes will also be available to the stakeholder in our project wiki.

Customers

Our customers will be apprised to development progress and major milestones through Piazza. We plan to make bi-weekly updates, with our initial GitHub pages launch being our first post. Additional updates will be short and linked to a full post on our website if needed. Piazza will give us opportunities to engage with our customers and gauge their interest in functionality. When we have an early deployment version of the application, we will record a video and post it for our customers.

Measurables

The project's success should be evaluated primarily on the quality and delivery of the final product. The team should also be measured on their ability to regularly communicate with stakeholders and customers at the cadence agreed upon in this document. Stakeholder input should be valued and addressed promptly as well.