**Communications Matrix**

**<Garage Apartment Construction>**

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# Communication Methods and Technologies

Many times, the methods and technologies used to communicate are just as important of a consideration as the information being communicated. Imagine a large project with many stakeholders who all have different technological capabilities. Some may have access to a share drive while others do not. Some may have access to video teleconferencing and others only have telephone and email capabilities. In order to be effective, project information must be communicated to everyone involved by some method using available technology. Determining communication methods and what technologies are available should be part of determining stakeholder communication requirements.

# Communications Matrix

The following table identifies the communications requirements for this project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Objective of Communication** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** | **Format** |
| Kickoff Meeting | -Introduce the project team and the project. Set expectations and mitigate uncertainty | * Face to Face, with the client remotely connected | Once | * Project Sponsor * Project Team * Project Leaders * Key Stakeholders | Project Manager | * Agenda * Meeting Minutes | * Recording hosted in a publicly available archive such as Google Drive. |
| Project Team Meetings | -Check in with the current “on production” team members.  -Gather reports from team, and outline plans for action on problems | * Face to Face * Conference Call | Weekly | * Project Team * Project Leaders | Project Manager | * Agenda * Meeting Minutes * Project schedule | * Recording hosted in a publicly available archive such as Google Drive. |
| Construction Coherency Meetings | -Discuss current workloads and gather organizations on physical building constructions | * Face to Face | As Needed | * Construction Specialist * Construction Team | Construction Specialist | * Agenda * Meeting Minutes | * Recording hosted in a publicly available archive such as Google Drive. |
| Emergency Action Plan | -Discuss emerging difficulties in the workplace, and navigate serious issues | * Conference Call | As Needed | * Project Leaders * Key Stakeholders | Project Manager | * Action Plan * Meeting Minutes | * Recording hosted in a publicly available archive such as Google Drive. |
| Monthly Project Status Meetings | Report on timeline execution for Project Management | * Face to Face * Conference Call | Monthly | * Project Leaders * Construction Specialist * Documentation Specialist | Project Manager | * Slide updates * Project schedule | * Recording hosted in a publicly available archive such as Google Drive. |
| Project Status Reports | Report the status of the project including activities, progress, costs, and issues. | * Email | Monthly | * Key Stakeholders * Project Leaders * Project Team | Project Manager | * Project Status Report * Project schedule | * Recording hosted in a publicly available archive such as Google Drive. |