PROJECT DOCUMENTATION

**COMMUNICATION PLAN**

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| **Project: MasterSab** |  |
| **Release: 2020/02/12** |  |
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|  |  |
| **PRINCE2** |  |
|  |  |
| Author: Project Manager |  |
| Owner: Lokendra Dangi |  |
| Client: Pcps College |  |
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# 1 Communication Plan History

## 1.1 Document Location

The location of the document can be found on the google drive as well as Breo of group 1.

## 1.2 Revision History

**Date of this revision: 2020\03\17**

**Date of Next revision: 2020\05\18**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 2020\03\17 | 2020\02\16 | Added Communication Plan | Communication Plan |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Ajaya Kumar Yadav |  | Unit Coordinator | 2020\02\12 | 1.1 |
| Lokendra Dangi |  | Project Manager | 2020\02\12 | 1.1 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Lokendra Dangi | Project Manager | 2020\03\17 | 1.1 |
| Kumod Khadka | Documenter | 2020\03\17 | 1.1 |
| Ajya Kumar Yadav | Course Coordinator | 2020\.3\17 | 1.1 |

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# Communication Plan

## 3 Purpose of Document

The purpose of document this document is all about communication plan between team members for sharing ideas, problems solution and be updated according to project. For the communication and work sharing we used slack platform and to be in update regarding to work we have used to trello.com. The interested parties for project is pcps college, unit coordinator, project manager and quality assurance.

## 4 Interested Parties

The following are the interested parties regarding to our project.

* Project Manager
* Quality Assurance
* Unit Coordinator
* Pcps College

## 5 Information Required

During the time of development communication plan is required in order to reduce the duplication of efforts. It helps to team to make decisions, tackle with real issues.

For the required information we used following section:

* Course contents
* Legal permission for course contents
* Tools and resources
* Project management tool

## 6 Information Provider

The following are the various information provider for our project:

* Curriculum Development Centre
* Educationalist for guidance
* Government of Nepal/Ministry of Education
* Schools/students
* Pcps College

## 7 Communication

### 7.1 Communication Frequency

The communication frequency between the team members and unit coordinator can be shown by following table.

|  |  |  |
| --- | --- | --- |
| **Parties** | **Frequency** | **Medium** |
| Project Manager | 3 times a week | Meeting minutes |
| Team Discussion | Daily 30 minutes | Daily log |
| Unit Coordinator | 3 times a week | Tutorial class |

### 7.2 Communication Method

The communication method regarding to project that we are being use like online platform like slack, google drive and phone calls. The description of communication method:

* Slack- This platform is being used by all group member for sharing ideas, discussion problems and solution for project.
* Phone calls- This is the way of communication between group members that we used to provide information. Example: when someone is suddenly wants holidays or faced some health issue, she/he use phone calls to project manager.
* Google Drive- This online platform is being used by group members for sharing their finalize works.
* Open discussion- This is the way of communication that we are being used when some problems cannot solve by using other communication way.
* Gitlab- This is also online platform that all group members used for sharing development section of project.