



E-Health System

Team 2 K16T1



Communication plan

📄 For E- Health System

📄 Version 1.1

📄 Written by Pham Ngoc Hung

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Revision history

Version	Updated Date	Author	Description
1.0	15/6/2013	Pham Ngoc Hung	Define communication plan
1.1	25/6/2013	Le Ngoc Chau	Update template

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1. Introduction

1.1. Purpose:

The communication plan will support communication at multiple levels in project, primarily between the stakeholders and the project management team, between the project management team and the development team, and between architecture team.

Through communication, stakeholders can:

- Knowing all stakeholders in project
- Knowing kind of information need to communicate
- Knowing method how to communicate
- Knowing the time when need to communicate

Following is list of communication are not documented:

- Communication details on Risk Management process
- Communication details on Change Management process

1.2. Definitions, Acronyms and Abbreviations:

Glossary	Description
PM	Project Manager

Table 1 Glossary

1.3. Intended Audience and Reading Suggestions:

Intended Audience	Reading Suggestions
Team member	Detailed communication plan for report
Leader Phase	Detailed communication plan for report
Project manager	Detailed communication plan for report

Table 2: Intended Audience and Reading Suggestions

2. Project Stakeholder

Role	Name	Email	Phone's number
Customer	Mr. Nam Vu	vuthenam@gmail.com	
Mentor	Tran Cong Thanh	trancongthanh@gmail.com	
PM	Le Ngoc Chau	lengocchau1703@gmail.com	(+84) 975292811
Team member	Trinh Thai Anh	zintaen@gmail.com	(+84)906878091
	Khau Thanh Dao	daokhau1@gmail.com	(+84)1647135244
	Pham Ngoc Hung	phamngochung0502@gmail.com	(+84) 1649574294
	Ngo Quang Huy	huyngo3@vanlanguni.vn	(+84) 936702601
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Table 3: E - Health system's stakeholder information

3. Detailed Communication Plan

The following table identifies the planned communication:

From	To	What Get communicated	What Get Decided	Method	Frequency
All Team Member	PM	Individual Weekly report status - Individual Risk - Individual issue	What activities need to support from project manager or team leader phase	- Email - Dropbox - Face to Face	Weekly at 7:00 am every Friday
Team leader of Phase	PM	Phase Weekly report status - Earned Value - Phase Risk - Phase Issue	What activities need to support from project manger	- Email - Dropbox - Face to Face	Weekly at 7:00 am every Saturday
All team member	Mentor	Team weekly report status - Team risks - Team issues	What activities need to support from mentor	- Email - Face to face	Weekly at 13:00 pm every Monday
Project Manger	Customer	Project Status Report: - Earned Value - Perceivable Risks - Status on issues	What activities are under stress and need to support from customer Review on mitigation, contingency plan for risk. Decide Change request priority	- Email	Two week at 7:30 am every Saturday

Table 4: Detailed Communication Plan Description

4. Template Report

Refer to: *SEP_PM_E-HealthSystem_WeeklyReport_Training.xls*