**Communication plan**

Admission system

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# **Revision history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 7/11/2013 | Le Ngoc Chau | Update (2) Introduction, (3) Project stakeholders, (4) Detail communication plan, (5) Report template. |
| 2 | 1.1 | 10/11/2013 | Le Ngoc Chau | Update template. |

Table 1: Revision history

# **Introduction**

## 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

## Definition, Acronyms and Abbreviations

|  |  |  |
| --- | --- | --- |
| **No** | **Glossary** | **Description** |
| 1 | PM | Project manager |

Table 2: Definition, Acronyms and Abbreviations

## Intended Audience and Reading Suggestions

|  |  |  |
| --- | --- | --- |
| **No** | **Intended Audience** | **Reading Suggestions** |
| 1 | Team member | Detailed communication plan for report |
| 2 | Leader Phase | Detailed communication plan for report |
| 3 | Project manager | Detailed communication plan for report |

Table 3: Intended Audience and Reading Suggestions

# **Project stakeholders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Role** | **Name** | **Email** | **Phone’s number** |
| 1 | Customer |  | [quangsm@gmail.com](mailto:quangsm@gmail.com) |  |
| 2 | Teachnical support | Võ Nhựt Thanh | [vnthanh25@gmail.com](mailto:vnthanh25@gmail.com) |  |
| 3 | Mentor | Mr. Bui Minh Phung | [buiminhphung@vanlanguni.edu.vn](mailto:buiminhphung@vanlanguni.edu.vn) |  |
| 4 | PM | Le Ngoc Chau | [lengocchau1703@gmail.com](mailto:lengocchau1703@gmail.com) | (+84)975292811 |
| 5 | Team member | Khau Thanh Dao | [daokhau1@gmail.com](mailto:daokhau1@gmail.com) | (+84)1647135244 |
| Ngo Quang Huy | [huyngo233@gmail.com](mailto:huyngo233@gmail.com) | (+84)936702601 |
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| Ta Ngoc Thien Phu | [thienphuta1907@gmail.com](mailto:thienphuta1907@gmail.com) | (+84)1283359777 |

Table 4: Project stakeholders

# **Detail communication plan**

The following table identifies the planned communication:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
| 1 | 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  - Skype  - Facebook  - Face to Face | From Monday to Friday (5 days a week) |
| 2 | Team leader of Phase | PM | Phase Weekly report status  - Earned Value  - Phase Risk  - Phase Issue | What activities need to support from project manger | - Email  - Skype  - Facebook  - Face to Face | Monday and Wednesday (2 days a week) |
| 3 | All team member | Mentor | Team weekly report status   * Team risks * Team issues | What activities need to support from mentor | - Email  - Face to face | 9:00 am on Thursday (1 day a week) |
| 4 | Project Manger | Customer | Project Status Report:   * Earned Value * Architectural document * 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 |  |
| 5 | Project Manager | Technical support | Project technical report:   * Status on issues * Document after complete | What ideas need to support from technical support about tool, technical.  Decide technical that use for product. | * Email |  |

Table 5: Detail communication plan

# **Report template**

N/A