**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. |
| 3 | 1.2 | 28/11/2013 | Le Ngoc Chau | Update (2) Introduction, (4) Detail communication plan, (5) Report template |
| 4 | 1.3 | 05/07/2014 | Le Ngoc Chau | Update footer |

Table 1: Revision history

# **Introduction**

## Purpose

The communication plan will support to communicate at multiple levels in project, primarily between the stakeholders and the project management, between the project management 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 that are not documented:

* Details of communication on Risk Management process
* Details of communication on Change Management process

## Definition, Acronyms and Abbreviations

|  |  |  |
| --- | --- | --- |
| **No** | **Glossary** | **Description** |
| 1 | SM | Scrum master |
| 2 | PO | Product owner |
| 3 | DT | Development team |
| 4 | CS | Chief scientist |

Table 2: Definition, Acronyms and Abbreviations

## Intended Audience and Reading Suggestions

|  |  |  |
| --- | --- | --- |
| **No** | **Intended Audience** | **Reading Suggestions** |
| 1 | Development team | Deep plan for report |
| 2 | Leader Phase | Deep plan for report |
| 3 | Scrum master | Deep plan for report |
| 4 | Product owner | Deep plan for report |

Table 3: Intended Audience and Reading Suggestions

# **Project stakeholders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Role** | **Name** | **Email** | **Phone’s number** |
| 1 | Customer | Information management center |  |  |
| 2 | Customer representatives | Mr. Nguyen The Quang | [quangsm@gmail.com](mailto:quangsm@gmail.com) |  |
| 3 | Teachnical support | Vo Nhut Thanh | [vnthanh25@gmail.com](mailto:vnthanh25@gmail.com) |  |
| 4 | Mentor | Mr. Bui Minh Phung | [buiminhphung@vanlanguni.edu.vn](mailto:buiminhphung@vanlanguni.edu.vn) |  |
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*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 | DT | SM | Individual daily report status   * Individual task completed * Individual task plan * Individual Risk * Individual issue | What activities need to support from scrum master or team leader phase | - SVN | 2 days |
| 2 | Leader phase | SM | Phase Weekly report status  - Earned Value  - Phase Risk  - Phase Issue | What activities need to support from scrum master, chief architect, chief scientist, support engineer | - SVN | Wednesday |
| 3 | PO | SM | Team weekly report statue   * Team’s task | What activities need to support from scrum master | * Email |  |
| 4 | SM | Mentor | Team weekly report statue   * Team’s task | What activities need to support from mentor | * Email |  |
| 5 | DT | Mentor | Team report status (if need)   * Team risks * Team issues | What activities need to support from mentor | - Email |  |
| 6 | PO | Customer | Project Status Report:   * Architectural drivers 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 |  |
| 7 | CS | 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