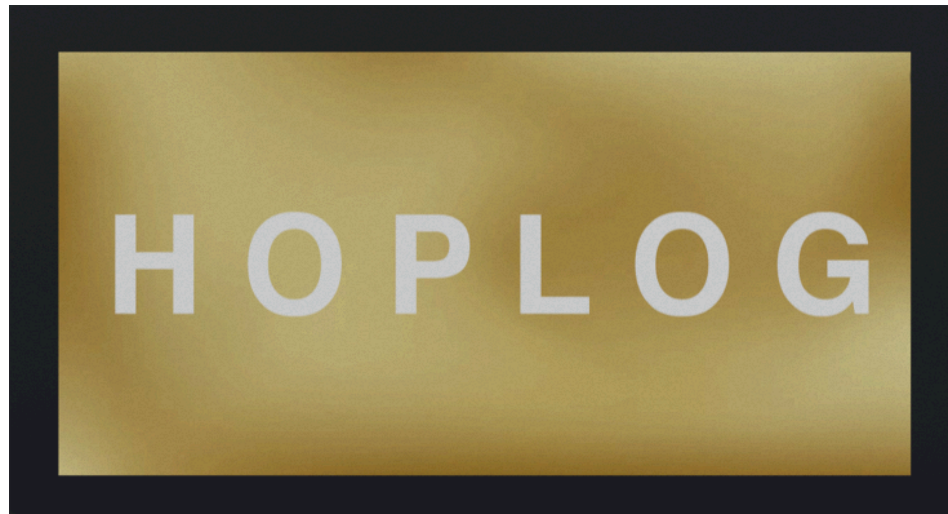# Communications Plan

Methods of Communication For Each Constituency:
Team: Github, Zoom, Slack
Users/Customers: Website, Github
Stakeholder: Email

TEAM:

DOMINIQUE SCHREINER
DARREL SCHREINER
ZHAOZHZAO CHONG
EMILE FERRAND
DAVID PAN
FANGQUAN ZHUANG

OPEN SOURCE METHODOLOGY

Our project uses open source because of its advantages in efficiency, flexibility, interoperability, and speed of innovation. As our open source strategy connects the plans for managing, participating in, and creating open source software with the business objectives that our communication plan below serves. We started with the end goal first (level 4), and then explained how to get there, and from there assigned our highest priorities (level 1) to our team members.

PROJECT NAME: HOPLOG	**BEGINING DATE: 3/29/2021**
PROJECT MANAGER : DARREL SCHREINER	**COMPLETION DATE: 4/27/2021**
PLAN OWNER: DOMINIQUE SCHREINER	

Developers

COMMUNICATION	PRIORITY LEVEL	ACTION	DESCRIPTION	FREQUENCY	OWNER
ZOOM: • **Verbal** • **Informal** • **Preserved** **GITHUB:** • **Written** • **Informal** • **Preserved**	**LEVEL 1**	Assigning Code Functions	Breaking up the project into tasks and assigning tasks to team	At Milestone	Dominique
ZOOM: • **Verbal** • **Formal** • **Preserved** **SLACK** • **Written** • **Formal** • **Preserved**	**LEVEL 1**		**Project status report:** Review project status and discuss potential issues, necessaries changes, and generate feedback	Weekly	Darrel
GITHUB: • **Written** • **Informal** • **Preserved**	**LEVEL 1**	Create Databases	Compiling Databases, Adding Photos	At Milestones	Emile
GITHUB: • **Written** • **Formal** • **Ephemeral** **SLACK:** • **Written** • **Informal** • **Ephemeral**	**LEVEL 1**	Code Review	Reviewing team member's update code	Weekly	Team
GITHUB: • **Written** • **Formal** • **Preserved** **SLACK:** • **Written** • **Informal** • **Preserved**	**LEVEL 1**	Code Testing	Creating tests to ensure code is functioning properly	Weekly	Katie Vicky
SLACK: • **Written** • **Informal** • **Ephemeral**	**LEVEL 1**	Task Progress Updates	Sharing daily progress made on project tasks	Daily	Team

COMMUNICATION	PRIORITY LEVEL	ACTION	DESCRIPTION	FREQUENCY	OWNER
GITHUB: • **Written** • **Informal** • **Ephemeral**	**LEVEL 2** **Finish 1st**	Create App Homescreen	Writing code and editing the splash screen	At Milestone	Dominique
GITHUB: • **Written** • **Informal** • **Ephemeral**	**LEVEL 2**	Create the Leaderboard	This function will display the top rated beers, and list their descriptions	At Milestone	Vicky
GITHUB: • **Written** • **Informal** • **Ephemeral**	**LEVEL 2**	Review Page	Review page displays the users reviews of the beer, gets a list of all the reviews - all the reviews of you and your friends	At Milestone	Darrel
GITHUB: • **Written** • **Formal** • **Ephemeral** SLACK: • **Written** • **Informal** • **Ephemeral**	**LEVEL 2**	Login Page	Sign up form for users to login	At Milestone	Dominique Darrel
GITHUB: • **Written** • **Formal** • **Ephemeral** SLACK: • **Written** • **Informal** • **Ephemeral**	**LEVEL 2**	Beer Detail Page	Show description and facts about the beer	At Milestone	Katie
GITHUB: • **Written** • **Formal** • **Ephemeral** SLACK: • **Written** • **Informal** • **Ephemeral**	**LEVEL 2** **Hard code** **Test users**	Add Review	Allows users to search for beer, and add their own review, add an image beer if the beer is not in the database	At Milestone	David Emile

COMMUNICATION	PRIORITY LEVEL	ACTION	DESCRIPTION	FREQUENCY	OWNER
ZOOM: • **Verbal** • **Formal** • **Preserved** **GITHUB:** • **Written** • **Formal** • **Preserved**	**LEVEL 2**		**Project Review** Show deliverables, discuss next steps to take, gather feedback	At Milestones	Project Manager
GITHUB: • **Written** • **Formal** • **Ephemeral** **SLACK:** • **Written** • **Informal** • **Ephemeral**	**LEVEL 3**	Profile Page	Able to see your own reviews user made and friends reviews	At Milestone	David
GITHUB: • **Written** • **Formal** • **Ephemeral** **SLACK:** • **Written** • **Informal** • **Ephemeral**	**LEVEL 3**	App Design Mockup	Design the improved version of the app - design visual elements in photoshop		Emile Dominique
ZOOM: • **Verbal** • **Formal** • **Perserved** **GITHUB:** • **Written** • **Informal** • **Preserved**	**LEVEL 3**	Final Presentation	Make the Power Point	Bi-Weekly	Team - each contributes slides based on their written code
ZOOM: • **Verbal** • **Formal** • **Preserved**	**LEVEL 4**	Final Presentation	Present Project to class - run the demo, play the powerpoint	At End of Project	One or two team members
ZOOM: • **Verbal** • **Formal** • **Preserved**	**LEVEL 4**	Post-Mortem	Project review, open source accessibility	Once - At End of Project	Team

Stakeholder

COMMUICATION	PRIORITY LEVEL	ACTION	DESCRIPTION	FREQUENCY	OWNER
EMAIL: • **Formal** • **Written** • **Preserved**	**LEVEL 1**	Compose PDF report	**Project status report** Review project status and discuss potential issues, necessaries changes, and generate feedback	Weekly	Project Manager
ZOOM: • **Formal** • **Verbal** • **Preserved** **EMAIL:** • **Written** • **Formal** • **Preserved**	**LEVEL 2**	Present Project Updates for Review	**Project Review** Show deliverables, discuss next steps to take, gather feedback	At Milestones	Project Manager
ZOOM: • **Formal** • **Verbal** • **Preserved**	**LEVEL 3**	Final Presentation Preview	Present the final presentation to stakeholder	Once -Week before final presentation	Team
ZOOM: • **Verbal** • **Formal** • **Preserved** **WEBSITE:** • **Formal** • **Written** • **Preserved**	**LEVEL 4**	Final Presentation	Invite stakholder to final presentation	At End of Project	David
ZOOM: • **Formal** • **Verbal** • **Preserved** **EMAIL:** • **Written** • **Formal** • **Preserved**	**LEVEL 4**	Post-Mortem	Notify stakeholder about the future of the project	Once - At End of Project	Team

Customers

COMMUICATION	PRIORITY LEVEL	ACTION	DESCRIPTION	FREQUENCY	OWNER
WEBSITE: • **Formal** • **Written** • **Preserved**	**LEVEL 1**	Update FAQ	Cultivate questions that end users may have	Weekly	Darrel
WEBSITE: • **Formal** • **Written** • **Preserved**	**LEVEL 1**	Newsletter	Formally update users and customers about project	Weekly	Katie
WEBSITE: • **Formal** • **Written** • **Preserved** **GITHUB:** • **Formal** • **Written** • **Preserved** **PIAZZA:** • **Informal** • **Written** • **Ephemeral**	**LEVEL 2**	Code Updates	Notify users on website, piazza, and github that there have been code updates	At Milestone	Vicky
ZOOM: • **Formal** • **Verbal** • **Ephemeral** **WEBSITE:** • **Formal** • **Written** • **Ephemeral**	**LEVEL 4**	Final Presentation	Invite customers to final presentation	At End of Project	David
WEBSITE: • **Formal** • **Written** • **Preserved**	**LEVEL 4**	Post-Mortem	Notify users about the future of the project	Once - At End of Project	Team