CareEase - A Caregiver Companion App for Dementia Caregivers

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Communication Management Plan:

What	Who/Target	Purpose	When/Frequency	Type/Method(s)
Distribute Project Scope and Goals	Stakeholders, Team Members	Provide clarity on the scope, objectives, and roles for the project.	02/14/2025, 10:00 am - 12:00 pm	Email, Document Sharing
Stakeholder Strategy Discussion	Project Manager, Stakeholders	Align on project strategy, deliverables, and feedback expectations.	02/16/2025, 9:00 am - 11:00 am	In-person Meeting, Video Call
Project Kickoff Session	All Team Members	Introduce the team, discuss the project plan, and assign initial tasks.	02/20/2025, 10:00 am - 12:00 pm	In-person Meeting
Work Breakdown Planning	Project Manager, Team Members	Define deliverables, establish schedules, and assign responsibilities.	02/21/2025 - 02/23/2025, 2:00 pm - 5:00 pm daily	Brainstorming Sessions
Weekly Progress Updates	Stakeholders, Team Members	Monitor progress, highlight key accomplishments, and address challenges.	Weekly: Every Friday, 3:00 pm - 4:00 pm	Reports, Presentations
User Training Workshops	Local Healthcare Staff, Team Members	Train users on system functionality and gather operational feedback.	Monthly: 03/15/2025 and 04/15/2025	Training Sessions, In-person

Bi-weekly Risk Reviews	Project Manager, Risk Team	Evaluate potential risks and mitigation plans to ensure smooth execution.	Every other Thursday, 1:00 pm	Risk Assessments, Meetings
Development Phase Status Updates	Technical Team, Project Manager	Track development progress, address technical challenges, and adjust timelines as needed.	Weekly: Every Monday, 10:00 am - 11:00 am	Technical Review Meetings
Beta Testing Feedback Sessions	Caregivers, Development Team	Collect user experience feedback and identify usability improvements.	During Beta Phase: 04/05/2025 - 04/15/2025	Focus Groups, Surveys
Security & Compliance Review	Technical Team, Regulatory Advisors	Verify adherence to HIPAA standards and data privacy requirements.	04/10/2025, 1:00 pm - 3:00 pm	Compliance Report, Meeting
Deployment Progress Review	Team Members, Clinics	Assess the integration of the system and troubleshoot implementation challenges.	04/20/2025, 11:00 am - 2:00 pm	On-site Evaluation, Meeting
Final Project Wrap-up	Stakeholders, All Teams	Evaluate project outcomes, document results, and celebrate success.	04/30/2025, 10:00 am - 1:00 pm	In-person Meeting