# Communication Management Plan

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## Version: 1

### Project Name: 5G Testbed

### Stakeholder communications requirements:

### Communications summary:

Weekly meetings are to be held for all team members to discuss the work that has been done or any issues they have, also discuss what needs to be done for the following week. Meetings with the Mentor (Bobby) and/or Client (Edmund) are to be arranged when needed for discussion about the project and any concerns.

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| --- | --- | --- | --- | --- |
| **Stakeholders** | **Communications Name** | **Delivery Method/Format** | **Producer** | **Due/Frequency** |
| Project Mentor  (Bobby) | Status report/project updates | Short meeting in person | All team members  + Mentor | Thursdays when appropriate (date can change depending on availability). |
| Project Client (Edmund) | Status report/ project updates | Short meeting in person or via teams | All team members  + Client | Whenever needed and available |
| Project team | Weekly status report | Short meeting in person or via teams | All team members | Tues. afternoons at 2:00 PM. |

### Comments/Guidelines:

### Escalation procedures for resolving issues:

### Revision procedures for this document:

### Glossary of common terminology: