Communication management plan

1. **Introduction:**

The following plan will outline the methods we will utilize to store, distribute, and submit files over the course of the assignment.

1. **Collection and Filing structure.**
   1. **Collection**

Files will be stored and filed through Microsoft Teams. And further finalized files will be stored in OneDrive for submission purposes

* 1. **Filing**

The Filing structure we will utilize will be the structure outlined during the lectures. This is 4 folders: Research and Upskilling, Planning and Control, Communication and Teamwork, and Development and Quality Assurance.

Any file developed for the project is placed in the Corresponding folder, if a file has multiple places, then the file will be placed in one of them and a shortcut will be placed into the other folder.

1. **Distribution Structure**

Documents will be distributed to our client through email, these emails will be done by our client liaison. For distribution to our stakeholders, assignment submission files will be uploaded to OneDrive.

1. **Format, Content, and Level of detail of key project information**

All documents are in the format of Word Documents. These documents will give a level of detail that allows for someone to understand their content without needing to reference other documents. Should a document be referenced then the location of that document should also be outlined

1. **Production schedule and resources for producing key project information**

Group meetings with Matthew Kuo, the project mentor, are held weekly with an additional developer meeting held on Saturday. All Key project information will be stored in the Teams file structure outlined above.

1. **Technologies, access methods, and frequency of communication**

Discord will be the main method for regular Team discussions as well as for the team's weekly developer meeting. Any discussions with Matthew Kuo will be held through either Teams or Email.

1. Method for updating the communications management plan

Should the Communications plan need updating then a discussion with the development team and project mentor be held with what changes are required. When changes are agreed on then the file will be updated on Teams.

1. Escalation procedures

The Management chain starts with the development team reporting to the project Mentor, who will discuss with either the paper leaders if the issue is internal or the industrial advisor if the issue is with the client.

1. Stakeholder communication analysis

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Audience | Message | Method | Frequency | timing | responsibility | Feedback Mechanism |
| Dev team | Progress checkup with Matthew | Face-to-Face meeting | Weekly | Tuesday  10:00am  WZ1101 | Team Leader | Immediate feedback from Mathew |
| Matthew | Progress report | Face-To-Face Meeting | Weekly | Tuesday 10:00am  WZ1101 | Team Leader | Teams |
| Client | Meeting to discuss requirements and what needs to be done | Face-To-Face | Once per Semester | First few weeks of the semester | Team Leader | Emails, Teams |
| Dev Team | Internal progress checkup | Online video call | Weekly | Saturday  9:00-12:00  Online | Team | Teams |
| Client | Weekly progress review | Email | Weekly | Friday | Client Leader | Email |