**Capstone Consulting Services Inventory Communication Plan Spring 2021**

**Graphical user interface, application

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**Introduction**

The purpose of the communication plan is to ensure that the Capstone Consulting Services Inventory Project provides relevant, accurate, and consistent information to executive sponsors, daily contacts, and project team members. By having a proper plan in place, the project team can accomplish its work in a organized and timely manner.

The communication plan provides a framework to manage and coordinate the plethora of communications that take place during the project. The plan outlines the goals of each form of communication, who will send and receive communications, how the communications will be delivered, what information will be communicated, and the frequency of the communications.

**Communication Objectives**

Effective and open communication is critical to the success of the project.

The key communication objectives for the project are:

● Encourage use of project management and agile best practices

● Give accurate and timely information about the project

● Ensure a communication clarity and consistency

**Communication Purpose and Target Audiences**

This section identifies the audiences targeted in this Communication Plan, and the purpose of communicating with each audience.

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| --- | --- |
| Audience | Communication Purpose |
| Executive Sponsor | Project strategy, project plans, project progress, project issues, deliverable approval |
| Day to Day Contact | Project vision, project support, technical/strategic expertise, conflict resolution |
| Team Members | Project direction, project deliverables, clear direction and delegation of tasks |
| Team Lead | Project strategy, impact due to changes in procedures or policies, project deliverables, project progress |

**Communication Message and Delivery**

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| --- | --- | --- | --- | --- |
| Audience | Message | Delivery Method | Delivery Frequency | Communicator |
| Executive Sponsor : Andrew Williams | Project Plans  Status Updates  Deliverables for Approval  Questions for team members | Scheduled Meetings | Every Stage Gate / As deemed necessary | Preston Gates |
| Day to Day Contact : Preston Gates | Project Plans  Status Updates  General Questions | Microsoft Teams  Email | Weekly / As deemed necessary | Garrett Keylor / Team Memebers |
| Team Lead : Garrett Keylor | Project Briefing  Status Updates | Microsoft Teams  Email | Daily / Weekly/ As deemed necessary | Team Members |
| Team Members:  Kalia Antoniou  Braden Carlson  Cole Hamblin | Project Briefings  Status Updates  Team Meetings, Meeting Times, & Content | Microsoft Teams | Daily | Garrett Keylor |

The following outlines the targeted audiences, the key communication messages to be delivered, the method for delivering the information, the communicator, and the frequency of the delivery.

**Communication Message Contents**

This section outlines the contents of the project’s key communications.

**Project Plans**

● Current and future plans (high-level)

● Project issues, problems, and risks

● Planned project deliverables for next sprint

**Deliverable Approval**

● Items Andrew needs to review during meetings

● Signature of approval from Andrew

**Status Updates**

● Status summary

● Status of schedule: any changes our project timeline, deliverable/sprint completion dates,

etc.

● Status of scope: any changes to the specifics of our project, sprint structure, etc.

**Project Briefing**

● Goals of project management Improvement for the following week

● Project status

● Project problems and risks/issues

● Stage details/user stories

● Accomplishments achieved in the previous week

● Average time spent on project in hours for week/semester

**Team Meetings**

● Deliverable status on Microsoft Teams

● Client feedback review

● Plans to update deliverables

● Strategic brainstorming sessions

● Guidance from coach

● Team meeting scheduling / Client meeting scheduling

**Appendix**

|  |  |
| --- | --- |
| Audience | Participants |
| Executive Sponsor | Andrew Williams |
| Day to Day Contact | Preston Gates |
| MIS Faculty | Jeff Lucas |
| Project Team | Garrett Keylor  Kalia Antoniou  Braden Carlson  Cole Hamblin |
| Team Lead | Garrett Keylor |