



ISYS 630 Project Management

Pie Pub Restaurant

Project Communications Plan

Group 3

Team members

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PROJECT COMMUNICATION PLAN

The project communication plan is structure describing the documents that needs to be shared, with whom it should be shared and how frequently do these documents be updated or a refresh copy be sent out. This is an official dossier for managing documents, the recipients and the frequency with which it needs to be sent out.

PROJECT COMMUNICATION TABLE

Document Name	Stakeholders	Contact person	Communications Channel	Due
Team Contract	Project Owner, Sponsor & Manager	Sneha C	Hard copy	First week of project
Project Summary	Project Owner, Sponsor & Manager	Sneha C	Hard copy	First month of project
Project preliminary scope statement	Project Owner, Sponsor & Manager	Sneha C	Hard copy	First month of project
Organizational Description	Project owner, sponsor, team & manager	Sneha C	Hard copy, Email	First month of project
Project charter	Project Owner, Sponsor & Manager	Sneha C	Hard copy, Email	First month of project
Revised Scope Statement	Project Owner, Sponsor & Manager	Sneha C	Hard copy, Email	Second month of project
Work breakdown structure	Project Manager, owner, team leads	Sneha C	Hard copy, Email	Second month of project
Stakeholder Analysis	Project Manager	Sneha C	Email	Second month of project
Gantt Chart	Project team & manager	Sneha C	Email, slack	Second month of project
PERT Chart	Project team & manager	Sneha C	Email, slack	Second month of project
Project budget	Project sponsor, owner & manager	Sneha C	Hard copy, Email	Second month of project

Document Name	Stakeholders	Contact person	Communications Channel	Due
Project quality document	Project manager, project owner, team lead	Sneha C	Hard copy, email & slack	Second month of project
Organizational structure	Project manager, project owner, team leads	Sneha C	Hard copy, email & slack	Second month of project
RACI Matrix	Project manager, project owner, team leads	Sneha C	Hard copy, email & slack	Second month of project
Risk management document	Project manager, project owner, sponsor manager	Sneha C	Hard copy, email & slack	Second month of project
Issue management document	Project manager, project owner, team leads	Sneha C	Hard copy, email & slack	Second month of project
Change control document	Project manager, project owner, team lead	Sneha C	Hard copy, email & slack	Second month of project