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**ISYS 630 Project Management**

**Pie Pub Restaurant**

**Project Communications Plan**

Group 3

**Team members**

Abeer Katiyal | Aditya Purandare | Sneha Chandrashekaraiah

# 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 |
| 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 |