**Project name: SoftCar**

**BUSINESS ANALYSIS COMMUNICATION PLAN**

Version [0.1]

1. **Document Summary**

Establishes a controlledbusiness analysis communication process. Describes requirements communication management in the team, when and how the business analyst will work with stakeholders, and which collaboration tools will be used.

**1.1 Contacts**

**SoftServe Team Contact Information**

This project is volunteering project, it has a specific point concerning participants: 95% of participants are students of IT Academy, participate in SoftCar project temporary during their course at Academy and develop their skills at the project ~2-3 months. Other team members are mostly SoftServe associates. Project is positioned as opensource, so external participants may join the project.

As Dev and QC Team is constantly changing, it doesn’t make sense to include whole list of participants into the table, but leads should be included.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Full Name** | **Position/Role** | **E-mail** |
| 1 | Nataliya Revutska | Project Manager/Dev Lead | [nrevu@softserveinc.com](mailto:nrevu@softserveinc.com) |
| 2 | Ihor Kohut | QC Lead | [ikohu@softserveinc.com](mailto:ikohu@softserveinc.com) |
| 3 | Olena Bobalo | BA | [oboba@softserveinc.com](mailto:oboba@softserveinc.com) |
| 4 | Khrystyna Vashchuk | BA | [kvash@softserveinc.com](mailto:kvash@softserveinc.com) |
| 5 | Roman Dovnich | DeOps | [rdovn@softserveinc.com](mailto:rdovn@softserveinc.com) |
| 6 | Iryna Petrovska | Designer |  |

**Core Stakeholders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Full Name** | **Position/Role** | **E-mail** | **Involvement** |
| 1 | Oleh Herhil | Service Owner | [oherh@softserveinc.com](mailto:oherh@softserveinc.com) | Business requirements |

## **1.2 References**

|  |  |
| --- | --- |
| **Name** | **Link** |
| Docs repository | <https://github.com/ita-social-projects/Car-Front-End> |
|  | <https://github.com/ita-social-projects/Car-Back-End> |
| App Designs | <https://www.figma.com/file/q2QTrUQLmisr90FzvU7HLm/Request-Mockup?node-id=42%3A53&viewport=246%2C289%2C0.1865042895078659> |
| Business  Requirements  Docs | https://github.com/ita-social-projects/Car-Back-End/blob/develop/docs-images/RM%20Plan.docx |

**1.3 BACP Version**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Author | Role | Action | Description |
| 16.06.2021 | Khrystyna Vashchuk | BA | Create | Initial document created |
| 16.07.2021 | Olena Bobalo | BA | Corrections | 1. Schedule, 2. Events |

**1.4 Distribution**

**Core Stakeholders**

|  |  |  |
| --- | --- | --- |
| Full Name | Position | Email |
| Oleh Herhil | SO | [oherh@softserveinc.com](mailto:oherh@softserveinc.com) |
|  |  |  |

**SoftServe Stakeholders**

|  |  |  |
| --- | --- | --- |
| Full Name | Position | Email |
| Nataliya Revutska | Project Manager/Dev Lead | [nrevu@softserveinc.com](mailto:nrevu@softserveinc.com) |
| Ihor Kohut | QC Lead | [ikohu@softserveinc.com](mailto:ikohu@softserveinc.com) |
| Olena Bobalo | BA | [oboba@softserveinc.com](mailto:oboba@softserveinc.com) |
| Khrystyna Vashchuk | BA – left project 28.06.2021 | [kvash@softserveinc.com](mailto:kvash@softserveinc.com) |
|  |  |  |
|  |  |  |

1. **Project Overview**

This Application is focused on creating Journeys/Rides between internal employees of the SoftServe. The purpose of which is to establish better communication between employees, the ability to quickly and comfortably journey in good company, as well as one of the key points, especially Quarantine, to maintain the health of employees by avoiding transport with large numbers of passengers.

According to the Agile Scrum methodology adopted for the project, BA and PM are more focused on the frequency and quality of communication than on formal documentation processes. Project communication is placed at GitHub, Zoom, for chatting – Discord. Main source of communication with Service Owner is Teams. App Designs are placed at Figma.

**2.1 Ground Rules**

All change requests are required to be estimated and discussed on Meetings and be approved by SO and PM.

1. **Communication Details**

**3.1 Schedule**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meetings** | **1st – 3rd week** | | | | | **4th week** | | | |  |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| Daily stand up | 09.30 | 09.30 | 09.30 | 09.30 | 09.30 | 09.30 | 09.30 | 09.30 | 09.30 | 09.30 |
| DEMO |  |  |  |  |  | 10.00 |  |  |  |  |
| Client Meetings |  |  |  |  | 15:00 |  |  |  |  | 15:00 |

**3.2 Events**

| **Meeting Name** | **Purpose** | **Schedule & Frequency** | **Connection Details** | **Participants** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- |
| Daily | Discussion of completed tasks and issues of development, design, functionality. Planning and estimate of next tasks | Every day  9:30 am | Zoom | All Internal Team | PM, BA |
| Weekly Sync-up | Discussion of all actual issues and results of the work done during the week. Planning a further work plan for the next week and expected results. | Friday  15:00 | Teams | Service Owner,  PM, QC Lead, DeOps, BA | SO, PM, BA |
| Design Verification | Discussion of mockups and all design detail needed to SoftCar Application | By request | Teams, Discord, Zoom | PM, SO, BA, Designer | BA |
| Localization Verification | Discussion all details what are including in Localization file creating by BA | By request | Zoom, Teams | BA, Technical Writer | BA |
| Meetings with Expert (Developer Team) | Consulting | By request | Zoom, Teams | Expert, Dev Team | Dev Lead |
| Meetings with Expert (QC Team) | Consulting | By request | Zoom, Teams | Expert QC Team | QC Lead |

**3.3 Process Flow**

Since SoftCar project is volunteering project and more participants are students of IT Academy, therefore the execution time of the Release/Sprints often is a bit longer than it should be. On Daily Meetings team presents the completed tasks for previous and discuss all issues for the current day.

**3.4 Working Hours**

The whole project team is located in Ukraine, respectively, it is the same Time Zone and working hours from 9:00 till 18:00.