

COMMUNICATION PLAN

Project Name Advanced Employee Management System for RECA

Project Sponsor Mr. Owen Wilson, Head of People and Culture

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Date 22 November 2022

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1. INTRODUCTION

The purpose of this communication plan is to ensure that relevant, accurate, and consistent information that is needed to implement the project **Advanced employee management system for RECA** is facilitated among stakeholders and other appropriate audiences. By effectively communicating, the project can be accomplished on time in an accepted quality through the support and cooperation of each stakeholder.

The communication plan provides a framework to manage and coordinate the wide variety of communications that take place during the project. The communication plan covers who will receive the communications, how the communications will be delivered, what information will be communicated, who communicates, and the frequency of the communications.

2. Communication Objectives

Effective and open communications are critical to the success of the project. The main objective is to ensure that consistent messages are sent and received among stakeholders such as Project Sponsor, Product Owner, Scrum Master, Team Members, and end-users so that the final product will meet the business requirements and end-users' needs.

The key communication objectives of the plan are:

- Communication between Project sponsor and Product Owner are established.
- Team members provide accurate status of the project to the Product owner.
- Scrum master helps the team enhance and streamline the processes to complete the project.
- Communication between team members and end-users are established

3. Communication Purpose and Target Audiences

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

Audience	Communication Purpose
Project Sponsor	Project plan, project status, project issues, project delivery
Project Sponsor's Technician	Project Technical Issues
Project Sponsor's End-Users	Project Features both Functional and Non-functional features
Te Heke Mai IT Product Owner	Product Requirements, Product Development Status
TE HEKE Mai IT Development Team	Project direction, and task creation and delegation, project delivery
TE HEKE Mai IT Scrum Master	Development Team Impediments

4. Communication Message and Delivery

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

Audience	Message	Delivery Method	Delivery Frequency	Communicator
Project Sponsor	Project Plans, Status Report	Face-to-face Meeting	Bi-Weekly	TE HEKE Mai IT Product Owner
Project Sponsor's Technician	Technical Issues	Face-to-face Meeting	Weekly	Developers
Project Sponsor's End-Users	End-Users' needs	Face-to-face Meeting	Weekly	Developers
Product Owner	Project Progress Team Impediments	Face-to-face stand-up meeting (optional) if without face-to-face meeting, email is the communication medium.	15-minute daily	Developers and Scrum Master

5. Communication Message Contents

1. Project Plans
 - Current and Future Plans
 - Project Issues and Problems
 - Planned Project Deliverables and Business requirements for next period
2. Status Report
 - Status Summary
 - Status of Schedule
 - Status of Budget
 - Status of Scope
 - Accomplishments Achieved
 - Concerns/Issues
 - Next Steps

6. Target Audience Participants

Audience	Participants	Organization
Project Sponsor	Mr. Owen Wilson	RECA
Project Sponsor's Technician	IT Technician of RECA	RECA
Project Sponsor's End-Users	Product's End-Users	RECA
TE HEKE Software Development and Testing Team, Scrum Master, and Product Owner	Shahram Hassanzadeh Sophon Keo Xiaowen Hu	TE HEKE Mai IT