FPD BEVERAGE COMPANY PROJECT COMMUNICATION PLAN

Sponsor: Paul Reporting

Project Manager: Jamia Russell

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| **What Information** | **Target Audience** | **When?** | **Method of Communication** | **Provider** |
| Project Plan | Management, Sponsor, EOC, Analyst Team | ASAP | Email and Hardcopy | Project Manager |
| Milestone Status Report | EOC, Sponsor, Management | Biweekly | Email and Hardcopy | Project Manager |
| Project Status Reports and Agendas | EOC, Sponsor, Management | Weekly | Email and Hardcopy | Project Manager |
| Team Status Reports | PM | Weekly | Email | Analyst Team – Designated Recorder |
| Issue Reports | EOC, Management | Weekly | Email | Project Manager |
| Escalation Reports | EOC, Management, EOC | When needed | Meeting & Hardcopy | Project Manager |
| Issue Identification Document(s) | Management EOC, PM, Sponsor | End of Phase 3 | Email | Project Manager Analyst Team – By Focus |
| Protocol for Pre-Processing/ERP Status Report | Management, PM, Sponsor | Phase 2 | Meeting | Analyst Team |
| Training Schedule | PM, Analyst, Management, Sponsor | Phase 2 | Email & Hardcopy | Big Data Training Group |
| Dashboard Design | PM, Management, Sponsor | Phase 2 | Email, Meeting, Physical Copy | Analyst Team |
| Model Proposal | PM, Management | End Phase 4 | Meeting, Email, Hardcopy | Analyst Team – By Focus |

**Stakeholder Communication**

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| **High**  Keep Satisfied  A  Power | Manage Closely  C |
| Provide General Information  **Low** | Keep Informed  A B  High |

Interest

A: EOC

B: Management Team

C: Analyst Team