PROJECT DOCUMENTATION

**COMMUNICATION PLAN**

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| **Project:** | **Business Management system for Lanka Tools (Pvt) Ltd** |
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| **PRINCE2** |  |
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| Client: | Lanka Tools by H.F.Athaf |
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# 1 Communication Plan History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision: 07/14/2022**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 07/14/2022 |  | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Dr.Yasas Jayaweera |  | Project Board | 07/14/2022 | 1.0 |
| Bhathiya Kannangara |  | Project Manager | 07/14/2022 | 1.0 |
| Mr. H.F.Athaf |  | Client | 07/14/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Bhathiya Kannangara | Project Manager | 07/14/2022 | 1.0 |
| Imanka Jayasiriwardena | Startup Manager | 07/14/2022 | 1.0 |
| Layan Perera | Quality Manager | 07/14/2022 | 1.0 |
| R.A.G.U.T.Rajapaksha | Risk Manager | 07/14/2022 | 1.0 |
| Ruwanthi Narampanawa | Scheduling Manager | 07/14/2022 | 1.0 |

# 2 Table of Contents

Page

### 1 Communication Plan History 2

1.1 Document Location 2

1.2 Revision History 2

1.3 Approvals 2

1.4 Distribution 2

### 2 Table of Contents 3

### 3 Purpose 4

### 4 Interested Parties 4

### 5 Information Required 4

### 6 Information Provider 4

### 7 Communication

7.1 Communication Frequency 4

7.2 Communication Method 5

# Communication Plan

## Purpose

This communication plan document's primary objective is to inform all parties involved of their responsibilities (both internal and external). Additionally, it has to do with the manner and frequency of communication.

## Interested Parties

The project's interested stakeholders include the client, project board, project manager, start-up manager, risk manager, quality manager, and scheduling manager.

## Information Required

Contact information for the project board and team members is necessary to advise them of meeting dates, times, and locations. Every meeting will also need the minutes from the one before, together with the tasks allocated and the agenda for the subsequent meeting.

## Information Provider

The client will offer all pertinent information on the project's specifications. The person in charge of communicating information to the rest of the team is the start-up manager.

## Communication

### Communication Frequency

The team members will attend team meetings, which will happen once each week. Board meetings will furthermore be held once a week in front of the project board and team members. The client meeting will update the customer on the status of the project twice a month, unless a need arises.

### Communication Method

Depending on the time and convenience, direct voice calls and group video conferencing will be used as communication methods. Other than that, the team will be updating each other using a WhatsApp group.

Communication with the project board will happen via email and Zoom video calls.

Communication with the client mainly happens via Zoom video calls and normal voice calls.