Database EvaluatOr project Communication plan

Project Team

Document history

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This communication plan describes our strategy for keeping the team members sufficiently informed to avoid any disappointment regarding cost, schedule, or quality goals.

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| Role | Name | Email | Phone |
| Project Advisor | Steve McKinlay | steve.mckinlay@weltec.ac.nz |  |
| Project Manager | Changming Wu | wuchangming729@gmail.com | 0211887191 |
| Database Specialist | Hardik Kansara | hardik.kansara2002@gmail.com | 0211811046 |
| Web Developer | Kwinno Pineda | kwenno@yahoo.com | 0212968600 |
| C# Developer | Patrick Cura | patrick\_cura1989@yahoo.com | 0212953418 |

* Collocation

Project team should work in the Lab B105 every Monday to Wednesday at Weltec. The rest time they should work in their home or private space to follow the form which includes the tasks and schedule that they have created at the beginning at the week.

* Weekly meetings

In order to track the project management, the development team will use 0.5 hour to have weekly meeting.

In weekly meeting, the development team will summarize and analyse the weekly project status, reflect and discuss issues which cannot be solved, and adjust the project tasks for next week plan.

* Advisor Meeting

The development team will use 0.5 hour to have weekly meeting with project.

The project advisor will inspect the completed work on weekly schedule of the development team and give the corresponding feedbacks and suggestions.

* Meeting Agenda

Before each meeting, project manager should send the meeting agenda to project advisor and team members. The meeting agenda should include the following:

(1) Familiarize participants with the topics to be discussed and issues to be raised;

(2) Indicate what prior knowledge would be expected from the participants;

(3) Indicate what outcome the participants may expect from the meeting

* Meeting Minutes

Each meeting will to be recorded including clearly reflected in each project record, party views the current state of the project and decision-making.

Project manager should make the meeting minute after each meeting and send an email to project advisor and project team members including meeting minute and prior meeting agenda.

* Management tool

This project will use Github to manage materials in progress, and the deliverables. It is not only can create a repository to make sure everyone has good access to the work product but also it can backup appropriately and write comments for each changed.