

# Communication Management Plan

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Description: PMBOK Communication Management Plan

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## Communication Management Plan: Requirements Gathering Agent Project

### 1. Introduction

This Communication Management Plan (CMP) outlines the strategies, methods, and responsibilities for effective communication throughout the Requirements Gathering Agent (RGA) project. The goal is to ensure timely and accurate information flow among all stakeholders, promoting transparency, collaboration, and project success. This plan adheres to PMBOK 7th Edition standards.

### 2. Stakeholder Communication Requirements

The RGA project involves diverse stakeholders with varying communication needs:

- **Development Team:** Requires technical details, updates on code progress, bug reports, and deployment schedules.
- **Project Management Office (PMO):** Needs high-level status reports, risk assessments, budget updates, and overall project health information.
- **Marketing & Sales:** Requires information on product features, launch dates, marketing materials, and customer feedback.
- **Customers/Users:** Need announcements, updates, tutorials, support documentation, and response to feedback.
- **Executive Sponsors:** Require high-level summaries, key milestones, and overall project performance against objectives.

### 3. Information to be Communicated

The following information will be communicated regularly:

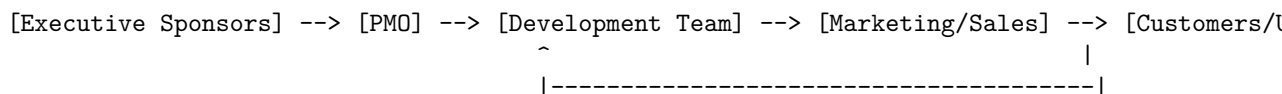
- **Project Status Reports:** Weekly updates on progress, milestones achieved, and issues encountered.
- **Risk Assessments:** Regular identification and mitigation of potential project risks.
- **Change Requests:** Process for managing and approving changes to project scope, schedule, and budget.
- **Issue Log:** Tracking and resolution of project issues.
- **Meeting Minutes:** Records of decisions and action items from project meetings.

- **Documentation Updates:** Notifications of new or updated project documentation (e.g., user guides, technical documentation).
- **Milestone Achievements:** Announcements of significant milestones reached.
- **Product Announcements:** Information about new features, releases, and updates to the RGA software.
- **Customer Feedback:** Responses to customer feedback and feature requests.

#### 4. Communication Methods and Technologies

- **Project Management Software (e.g., Jira, Asana):** For task management, issue tracking, and progress monitoring. Used primarily by the development team and PMO.
- **Email:** For formal communication, announcements, and distribution of documents.
- **Instant Messaging (e.g., Slack, Microsoft Teams):** For quick questions, informal updates, and immediate responses. Primarily used within the development team.
- **Weekly Project Status Meetings:** Face-to-face or virtual meetings to review progress, address issues, and plan upcoming activities.
- **Monthly Stakeholder Meetings:** High-level updates for executive sponsors and other key stakeholders.
- **Knowledge Base/Wiki (e.g., Confluence, Notion):** Centralized repository for project documentation, tutorials, and FAQs.
- **NPM Package Release Notes:** For communicating changes and updates to the RGA software package.
- **GitHub Issues and Pull Requests:** For tracking bugs, feature requests, and code contributions.

#### 5. Communication Flow Diagram



*Arrows indicate the primary direction of information flow. Feedback loops exist between all stakeholders.*

#### 6. Communication Constraints

- **Time Zones:** Consider time zone differences when scheduling meetings and distributing information.
- **Language Barriers:** Ensure communication is clear and understandable for all stakeholders.
- **Technical Expertise:** Tailor communication to the technical expertise of the audience.
- **Information Security:** Maintain confidentiality of sensitive project information.

## 7. Communication Schedule and Frequency

- **Daily:** Instant messaging for quick updates within the development team.
- **Weekly:** Project status reports, development team meetings.
- **Bi-weekly:** Risk assessments, issue log updates.
- **Monthly:** Stakeholder meetings, executive summaries.
- **As-needed:** Communication for urgent issues or important announcements.

## 8. Roles and Responsibilities

- **Project Manager:** Overall responsibility for communication planning and execution.
- **Development Team Lead:** Responsible for communicating technical information to the team and PMO.
- **Marketing Manager:** Responsible for communicating product information to customers and sales team.
- **PMO:** Responsible for communicating project status to executive sponsors.

## 9. Communication Approval Process

- Project status reports and risk assessments will be reviewed and approved by the Project Manager before distribution.
- Critical communications will be reviewed and approved by the appropriate stakeholders.

## 10. Communication Storage, Retrieval, and Disposal

- All project communication will be stored in the project management software and knowledge base.
- Documents will be archived according to company policy.

## 11. Glossary of Terms

- **RGA:** Requirements Gathering Agent
- **PMO:** Project Management Office
- **PMBOK:** Project Management Body of Knowledge

## 12. Communication Matrix

Stakeholders	Risk						Communication	
	Project Status	Assessment	Issue Log	Documentation Updates	Customer Feedback	Meeting Participation		
Development Team	Daily/Weekly	Weekly	Daily	Weekly	As-needed	Weekly	Jira, Slack, Email	Daily/Weekly
PMO	Weekly	Weekly	Weekly	Weekly	As-needed	Weekly, Monthly	Jira, Email	Weekly/Monthly

Stakeholders	Project Status	Risk Assessment	Issue Log	Documentation Updates	Customer Feedback	Meeting Participation	Communication	
							Method	Frequency
Marketing/Sales	Weekly	Monthly	As-needed	Weekly	As-needed	Monthly	Email, Meetings	Weekly/Monthly
Executive Sponsors	Monthly	Monthly	As-needed	Monthly	As-needed	Monthly	Email, Meetings	Monthly
Customers/Users	As-needed	N/A	N/A	As-needed	As-needed	N/A	Knowledge Base, Email	As-needed

### 13. Meeting Schedules and Formats

- **Weekly Development Team Meetings:** 30 minutes, virtual, using Microsoft Teams. Agenda driven, focusing on progress, roadblocks, and action items.
- **Monthly Stakeholder Meetings:** 60 minutes, virtual or in-person (depending on location of stakeholders), using Microsoft Teams. Presentation format, covering high-level project progress, risks, and achievements.

### 14. Update Approach and Version Control

- All project documents will be stored in a version control system (e.g., Git).
- Updates will be communicated through the appropriate channels, as defined in the Communication Matrix. Version history will be maintained.

This Communication Management Plan will be reviewed and updated regularly to ensure its effectiveness throughout the project lifecycle. Any changes will be communicated to all stakeholders.