

Communication Management Plan

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Communication Management Plan

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Description: PMBOK Communication Management Plan

Communication Management Plan

Project: ADPA – Advanced Document Processing & Automation Framework
Version: 3.2.0
Sponsor: Open Source, led by [mdresch/requirements-gathering-agent](#)
Stakeholders: Enterprise users, business analysts, developers, project managers, compliance teams

1. Purpose

This Communication Management Plan defines the structure, methods, responsibilities, and tools for effective communication throughout the lifecycle of the ADPA project. The plan ensures that all stakeholders are informed, engaged, and able to contribute to the project's success, in accordance with enterprise standards (BABOK v3, PMBOK 7th Edition, DMBOK 2.0).

2. Communication Objectives

- Ensure timely, relevant, and accurate information flow to all stakeholders
 - Facilitate collaboration across development, business analysis, and project management teams
 - Support compliance and documentation best practices
 - Enable rapid feedback and continuous improvement cycles
 - Provide clear channels for support, issue escalation, and knowledge sharing
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3. Stakeholder Communication Requirements

Stakeholder Group	Information Needs	Frequency	Method(s)	Owner/Contact
Project Team (Core)	Daily tasks, sprint status, blockers, code reviews	Daily	Slack, GitHub Issues, PRs	Project Manager, Team Leads
Business Analysts	Requirements, standards coverage, feedback	Weekly	Confluence, Meetings, Email	BA Lead
Enterprise Users	Release notes, user guides, support updates	Release-based	GitHub Wiki, Email, Admin Portal	Community Lead
Compliance & Security	Regulatory updates, audit trail, change logs	As needed	SharePoint, Issue Tracker, Reports	Compliance Officer
Contributors/Developers	Code standards, contribution guidelines, roadmap	Ongoing	GitHub README, Wiki, Discussions	Maintainers
Executive Stakeholders	Project status, milestones, risk/issue summary	Monthly/Quarterly	Dashboard, Reports, Executive Briefings	Project Sponsor

4. Communication Methods & Tools

Channel/Tool	Purpose	Audience	Notes
GitHub Issues	Bug/feature tracking, discussion, escalation	All stakeholders	Issue Tracker

Channel/Tool	Purpose	Audience	Notes
GitHub Discussions	Community Q&A, feature ideas, general feedback	Community, Users	Moderated by maintainers
GitHub Wiki	Living documentation, standards, usage examples	All stakeholders	Documentation
Confluence	Enterprise documentation, requirements, standards	Enterprise customers	Integration supported for direct publishing
SharePoint	Secure document management, compliance artifacts	Compliance, Security	OAuth-integrated; audit trail for key documents
Email	Notifications, escalations, formal communications	All stakeholders	Used for major releases, incidents, support
Admin Web Portal	Release notes, usage analytics, support tickets	Users, Admins	Next.js interface for administration
Meetings/Calls	Real-time collaboration, sprint planning, demos	Project Team, BAs	Scheduled as needed; typically weekly/biweekly
Automated Reports	Build status, coverage, deployment, compliance logs	Project/Compliance	CI/CD and monitoring dashboards

5. Communication Flow & Reporting Structure

Internal Project Team

- **Daily Standups** (via Slack/Teams): Progress updates, blockers, priority tasks
- **Weekly Sprint Planning and Retrospective**: Review of deliverables, assignment of new tasks, discussion of process improvements
- **Code Reviews**: Conducted via GitHub pull requests with mandatory reviewer assignments

Business and Compliance

- **Requirements Workshops:** Periodic, scheduled via Confluence/Calendar integrations
- **Compliance Reviews:** Triggered by major releases or regulatory changes; documented in SharePoint

External/Community

- **Release Announcements:** Published to GitHub Wiki, npm, and optionally via mailing lists
- **User Feedback:** Collected through GitHub Discussions, admin portal forms, and direct email
- **Support Escalation:** Triage via GitHub Issues and email, with critical incidents flagged to maintainers

6. Communication Matrix

Message/Report	Audience	Frequency	Owner/Preparer	Format/Medium
Release Notes	All Users	Per Release	Release Manager	Markdown (Wiki, Email)
Sprint Status	Project Team	Weekly	Scrum Master/PM	Slack, Meeting Notes
Compliance Audit Log	Compliance Team	Quarterly/As needed	Compliance Officer	SharePoint, PDF
Roadmap Updates	Contributors	Quarterly	Project Lead	GitHub README/Wiki
Incident Reports	Core Team, Sponsor, Security	As needed	Maintainer/Security Officer	Email, Issue Tracker
User Guides/FAQ	Enterprise Users	Ongoing	Documentation Lead	GitHub Wiki, PDF
Executive Briefings	Sponsors, Execs	Quarterly	Project Manager	Dashboard, PowerPoint

7. Communication Guidelines & Protocols

- **Transparency:** All significant decisions, risks, and changes must be communicated promptly and documented.
- **Confidentiality:** Sensitive information (e.g., credentials, compliance reports) is shared only via secure channels (SharePoint, encrypted email).

- **Documentation:** Major features, architectural decisions, and standards compliance must be recorded in the GitHub Wiki and/or Confluence.
- **Responsiveness:** Issues and queries should be acknowledged within 1 business day; critical incidents escalated immediately.
- **Language:** All written communications must be professional, clear, and use inclusive language.
- **Versioning:** All documents, release notes, and standards are version-controlled, with clear changelogs.

8. Communication Schedule

Activity	Frequency	Responsible
Daily Standup	Daily (M-F)	Project Manager
Sprint Planning/Review	Weekly/Biweekly	Scrum Master
Release Announcements	Per Release	Release Manager
Compliance Review	Quarterly/As needed	Compliance Officer
Roadmap Update	Quarterly	Project Lead
User Training Webinars	As needed	Documentation Lead
Major Incident Escalation	Immediate	Maintainer/Security

9. Communication Risks & Mitigation

Risk	Impact	Mitigation Strategy
Information Silos	High	Cross-functional meetings, shared documentation
Missed Compliance Updates	High	Automated compliance alerts, scheduled reviews
Delayed User Feedback	Medium	Automated feedback channels, community monitoring
Incomplete Documentation	Medium	Documentation checklists, regular audits
Unclear Roles/Responsibilities	Medium	RACI chart, onboarding materials, team wiki

10. Communication Change Management

- All changes to this plan must be proposed via a GitHub Issue and approved by the project manager or delegated authority.
 - Version history and change logs must be maintained in the project documentation repository.
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11. Knowledge Management & Record Keeping

- **Document Repository:** All project documents are stored in the `/docs` directory and/or integrated with enterprise Confluence/SharePoint.
 - **Version Control:** Use GitHub for code and documentation versioning.
 - **Templates:** Use ADPA's standardized templates for deliverables (see `adpa generate --help` for list).
 - **Archival:** Retired or obsolete documents are archived in a dedicated SharePoint folder with restricted access.
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12. Support & Contact

- **Primary Support:**
[GitHub Issues](#)
[GitHub Discussions](#)
 - **Enterprise Contact:**
menno.drescher@gmail.com
 - **Documentation:**
[Project Wiki](#)
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13. Approval & Distribution

- This plan is reviewed and approved by the project sponsor and published in the project documentation repository.
 - All team members and stakeholders are notified via email and project communication channels upon each major update.
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Document Version: 1.0

Date: [Insert Date of Approval]

Prepared by: [Insert Name, Role]

Approved by: [Insert Name, Role]

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