PROJECT DOCUMENTATION

**COMMUNICATION PLAN**

| **Project:** | **E-Commerce Website for SKANDA**  **by Sarasi Samarasinghe.** |
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| Client: | SKANDA by Sarasi Samarasundara. |
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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: 03/03/2022**

**Date of Next revision:**

| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| --- | --- | --- | --- |
| 03/03/2022 |  | 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 | 03/03/2022 | 1.0 |
| Adithya Narasinghe |  | Project Manager | 03/03/2022 | 1.0 |
| Mrs. Sarasi Samarasundara |  | Client | 03/03/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

| **Name** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- |
| Adithya Narasinghe | Project Manager | 03/03/2022 | 1.0 |
| M. Sonali Silva | Start-up Manager | 03/03/2022 | 1.0 |
| J. M. Pasindu Lawantha Bandara | Quality Manager | 03/03/2022 | 1.0 |
| Madapathage Don Kanishka Gimhan | Risk Manager | 03/03/2022 | 1.0 |
| S. K. Helani Sihara Jayawardena | Scheduling Manager | 03/03/2022 | 1.0 |

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# Communication Plan

## 3 Purpose

The major goal of this communication plan document is to notify all relevant parties about their duties (both internal and external). It also relates to the mode of communication and the frequency with which it is carried out.

## 4 Interested Parties

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

## 5 Information Required

The project board's and team members' contact details are essential to keep them informed of meeting dates, times, and locations. Also, every meeting will require the previous meeting minutes, including the work assigned and the agenda of the next meeting.

## 6 Information Provider

The client will provide all the relevant data on the project's requirements. The start-up manager is the individual in charge of relaying information to the rest of the team.

## 7 Communication

### 7.1 Communication Frequency

Once a week, the team meetings will be held with the participation of the team members. In addition to that, board meetings will be held once a week, in the presence of the project board and team members. Unless a requirement arises, the client meeting will take place twice a month to update the client on the progress of the project.

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### 7.2 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.