

# Project Communications Plan

<b>Project Name:</b> Tuner & Metronome iOS Application	<b>Project Caretaker:</b> Phil M.
<b>Beginning Date:</b> February 25, 2025	<b>Completion Date:</b> May 25, 2025

## Project Objectives:

Implement tone generator, metronome, and chromatic tuner functionality, provide interface localization for several major language groups, and release production version within three months.

COMMUNICATION GOAL	COMMUNICATION TOOL	AUDIENCE	FREQUENCY
First Meeting (Project Development Plan)	E-Mail, In-Person Meeting	Project Sponsor, Project Caretaker, Team Members	February 25 <sup>th</sup>
Team Discussion	IM Collaboration Platform	Project Caretaker, Team Members	As Needed
Team Meeting	Conference Call	Project Caretaker, Team Members	Weekly (Thursday Afternoons)
Project Review	E-Mail, Conference Call	Project Sponsor, Project Caretaker, Team Members	Monthly (Second Tuesday Mornings)
Project Completion	E-Mail, In-Person Meeting	Project Sponsor, Project Caretaker, Team Members	May 25 <sup>th</sup>