Communications Management Plan

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# Usage

This artifact identifies how information will be shared among stakeholders.

# Stakeholder Communication Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Info Needed | Frequency | Channel | Owner (Point of Contact) |
|  |  |  |  |  |

# Channels and Tools

* Email
* PMS
* Events (meetings)

# Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type | Frequency | Audience | Channel | Owner |
| Scrum Meeting | Daily | Core Team | Meeting | Scrum Master |

# Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Role | Responsibility | Contact Info |
| Product Owner | Maximize the Value of the Project | [po@company.com](mailto:po@company.com) |
|  |  |  |

# Escalation Process

Define how to escalate a problem from a lower layer (team member/technical) to a higher layer (functional manager/operation, process, and resource management)