

COMMUNICATION MANAGEMENT PLAN
<PROJECT VOTIFY>

VOTIFY
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Communication within Project Team

Our project is divided into two subgroups, with group members working on separate parts of our application, but still communicating with each other to make sure everyone is on the same page. Our application has two interfaces/sections that it is split between. One is dealing with candidate polling, election data and current race information, and the other section is dealing with multi-source political news and the various features we will be developing for it. We have two group members working on polling, and the other two working on the news side of the application.

Due to the unusual situation being caused by COVID-19, and the subsequent state-wide social distancing, we are unable to do any in-person collaboration regarding this project. That is why daily communication within the project team will occur via a Whatsapp group of all four team members. This is an effective way to get informal communication between subgroups across to all team members.

As far as formal team communication is concerned, we use Github Projects and Github Issues. Github Projects can be used to track any ideas we have any bug, feature, objective, assignment. We have 5 columns in our Project board: To do >> In progress >> Review in progress >> Reviewer approved >> Done. A new card with any new issue/idea is added to the 'To do' column, usually discussed beforehand either the WhatsApp group or virtual meeting. From the 'To do' column, the card can be turned into a new Github Issue, if any further specific discussion about issues/ideas needs to occur. After completion of an issue it is placed in the 'Review in Progress' column, where it is checked by another team member, the Github Issue is closed and it is moved to 'Reviewer approved.' The card can then be moved to the 'Done' column if it is an issue that will not be revisited via that card and will add any 'To do' cards that may arise from the completion of that particular issue, as well as update the Wiki and Github Pages site if relevant. Relevant pull requests should be added to the github issue or the card itself via an edit upon being moved to 'Done'.

Communication with Stakeholders

The parties that are affected by the Votify project, or the stakeholders, are primarily the course staff as well as the end-users. The end-users will be updated via our announcements on Piazza and updates to our website hosted through github pages. However, a separate communication is planned that is specifically targeted at the course staff.

The course staff will be directly emailed every 2 weeks in an effort to maintain transparency and monitor progress. Before each communication we will meet as a group and go over the contents of each email and then one person will write up the email and send it to the staff, and cc other team members. We think 2 week increments are sufficient because the Scrum methodology suggests 2 weeks or less for a sprint. We feel

that a separate communication for the course staff is necessary because the content of the message is slightly different when users are not involved. For example we may not want to let all of the users know about a major obstacle, meanwhile we absolutely have to let stakeholders know to maintain transparency.

Communication with Customers/End-users

The end users for this project are the other members of the class who are working on their own projects as well. To clearly track and display our progress for the end users, the project website will have a news/update section that we will periodically update with major progress points along the way. All of our classmates have access to the class Piazza page, which also has its own notifications to the class. This way we can announce updates and milestones to everybody involved and allow them to read about our progress whenever they have time. The end users would mostly be interested in large milestones and interesting new technologies, which is why weekly updates may not be necessary. However we still have the flexibility to push updates more frequently to the website if needed.

Along with the project updates, linking to the website from Piazza also has the added benefit of having the project summary for interested end users. Since there are many projects being developed at once, the users have the choice to read the summary as a refresher before reading the specifics of the updates.

Once we implement a user interface for the app, we can also use screenshots or videos of the app in motion for a clear understanding of how to interact with the UI.

Communications Grading Suggestions

Our communication should be graded by the stakeholders based on the log, under the commit tab on github, of branches, commits, pushes, pull requests, as well as our project cards. Piazza will also keep track of the announcements made to the whole class. These two together should give a general idea to graders of how the communication plan is being followed.

Votify Communication Matrix

COMMUNICATION	PURPOSE	MEDIUM	FREQUENCY	AUDIENCE	OWNER	DELIVERABLE
Kickoff Meeting	Introduce project. Review objectives and goals. Identify any possible road blocks	In person / Face-to-face	Once	Project team	Project manager	Agenda
Project Team Meetings	Review status of project	Whatsapp or Google Hangout	Weekly (Friday)	Project team	Project manager	Agenda Project schedule
Technical & Creative Design Meetings	Discuss, review technical & design problems and solutions.	Whatsapp or Google Hangout	As needed	Project team	Technical lead Creative lead	Agenda
Project Status Reports	Detailed report on project status including progress, costs, and problems.	Email / Website Update	Bi weekly	Project manager Stakeholders	Project manager	Project status report Project schedule