**Communication Management Plan Version 1.0**

**Date: June 20, 2023**

**Project Name**: Vindhu-World of Taste Restaurant Website

1. **Stakeholder communications requirements:**

Project Progress Report is sent to all the stakeholders through an Email. Divya Sree Vadlakonda is responsible for sending this Email.

1. **Communications summary:**

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| --- | --- | --- | --- | --- |
| ***Stakeholders*** | ***Communications Name*** | ***Delivery Method/Format*** | ***Producer*** | ***Due/Frequency*** |
| Project steering committee | Weekly status report | Hard copy and short meeting | Syam Kumar Allaparthi /Asritha Baddam/Nishanth Raju Saraswathi | Wednesday Mornings at 10 AM. |
| Sponsor and champion | Monthly status report | Hard copy and short meeting | Jaya Lakshmi Medikonda/ Manoj Kumar Kandimalla | First Monday of month at 10:30 AM. |
| Affected employees | Project announcement | Memo, e-mail, intranet site, and announcement at department meetings | Pydi Venkata Satya Ramesh Adapa/ Divya Sree Vadlakonda | June 18, 2023. |
| Project team | Weekly status report | Short meeting | All team members | Tuesday Mornings at 9:30 AM. |

1. **Comments/Guidelines:**

* If a meeting is scheduled on public holiday, then the meeting will be postponed to immediate working day.
* If a scheduled meeting is cancelled due to any reasons, then a detailed report on what items need to be discussed in the meeting should be shared with all the stakeholders.
* If there is any delay in sending reports, then it should be communicated at least 1 hours earlier.
* After every meeting, a detailed report on what was discussed and what are the outcomes of the meeting should be communicated with all the stakeholders.

1. **Escalation procedures for resolving issues:**

* To report any issues related to Scope, Deadlines etc.., The following Escalation matrix will be followed.

Pydi Venkata Satya Ramesh Adapa 🡪 Asritha Baddam 🡪 Syam Kumar Allaparthi

* To report any Development related issues, the following Escalation matrix is used.

Nishanth Raju Saraswathi 🡪 Divya Sree Vadlakonda 🡪 Jaya Lakshmi Medikonda

1. **Revision procedures for this document:**

* If there are any modifications to this document, the following steps should be performed.
* A new document will be created by the Team with new version number.
* Jaya Lakshmi Medikonda will review the document and send it to stakeholders for signoff.
* After receiving all the signoff’s, they are documented and stored for future reference.
* The updated document is shared with all the stakeholders through an Email. The Email will be sent by Asritha Baddam.

1. **Glossary of common terminology:**

* Champion 🡪 The project champion is the person within an organization implementing a project who takes on the burden of ensuring everyone involved is on board and behind the ultimate success of the project.
* Escalation 🡪 An escalation is the process of calling upon higher levels of project leadership or management to resolve an issue.
* Project progress report 🡪 A document that explains in detail how you far you've gone towards the completion of a project.
* Project Steering committee 🡪 Project steering committees are likely a part of a larger project governance structure that has the duty of managing the team's progress when it comes to meeting project goals and deadlines.
* Sponsor 🡪 The project sponsor is that person or group who owns the project.
* Deadline 🡪 Target date indicating when you want a task to be completed.
* Flow Chart 🡪 A type of diagram that represents a workflow or process.
* Stakeholder 🡪 A stakeholder is a party that has an interest in a company and can either affect or be affected by the business.
* Scope 🡪 Features and functions of a product, or the scope of work needed to finish a project.