

Communication Plan: DataWorks Security Optimization Initiative

Date: 11/11/2024

Communication Type	Audience	Purpose	Frequency	Format	Owner
Project Kickoff Meeting	All stakeholders	Introduce project scope, objectives, methodology, and roles	Once, at project start	Virtual meeting	Project Manager
Weekly Status Update	Project Sponsor, IT Security Manager, Compliance Officer, Azure Security Engineer	Provide project progress, upcoming tasks, and any issues	Weekly	Email report	Project Manager
Technical Progress Review	IT Security Manager, Azure Security Engineer, Network Engineer, IT Infrastructure Manager	Review technical configurations, issues, and confirm requirements	Bi-weekly	Virtual meeting, slides	Azure Security Engineer
Risk and Issue Log Update	IT Security Manager, Compliance Officer, Project Sponsor	Update on new risks, issue status, and mitigation strategies	As needed	Shared document, email	Project Manager
Monthly Steering Meeting	Project Sponsor, CIO, Compliance Officer, Project Manager	Review project status, address escalated issues, and decision points	Monthly	In-person/virtual meeting, slide presentation	Project Manager
Compliance Documentation Review	Compliance Officer, Compliance Analyst	Ensure all configurations meet regulatory standards	Monthly or as required	Document review session	Compliance Officer
Change Control Review	Change Control Board (CCB), Project Manager, IT Security Manager	Review and approve/reject change requests	As needed	Virtual meeting	Project Manager
UAT Sessions	End-User Representative, IT Security Manager, Azure Security Engineer	Validate security configurations, collect end-user feedback	At end of major phases	Hands-on session, feedback forms	Azure Security Engineer
Sprint Retrospective	Project Team	Review sprint outcomes, discuss improvements for next sprint	End of each sprint	Virtual meeting	Project Manager
Final Project Handover	All stakeholders	Present final deliverables, project outcomes, lessons learned	Once, at project end	Presentation, documentation handover	Project Manager
Ad Hoc Updates	Relevant stakeholders	Provide urgent updates on significant issues or changes	As needed	Email, messaging platform	Project Manager