# Communications Plan

**Project Name or Identification**

CDI - Viz Dashboard

**Prepared by**:

Montana Data Consultants

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## Introduction

Communication is one of the deciding factors in successful project management and project completion. Below is a detailed plan of communication philosophy, styles, and methods MDC will use to keep stakeholders and team members informed and share resources and information for a successful project.

## Stakeholders

| Stakeholder | Effect |
|---|---|
| Morton Analytics | - Positive interest<br>- Extremely high interest<br>- High decision making power<br>- Highly relevant final product |
| Montana Data Consultants | - Positive interest<br>- Extremely high interest<br>- High decision making power<br>- Highly relevant final product |
| Dr. Clouse | - Positive interest<br>- High interest<br>- Minimal decision making power<br>- Moderately relevant final product |
| Morton Analytics' Future Clients | - Positive interest<br>- High interest<br>- Little to no decision making power<br>- Highly relevant final product |
| Public Health Policy Makers | - Positive interest<br>- Little to no involvement in project<br>- No decision making power<br>- Highly relevant final product |
| Healthcare Administrators | - Positive to neutral interest<br>- Little to no involvement in project<br>- No decision making power<br>- Moderately relevant final product |
| Health Care Professionals | - Positive interest<br>- Little to no involvement in project<br>- No decision making power<br>- Moderately relevant final product |
| General Public | - Positive to neutral interest<br>- Little to no involvement in project<br>- No decision making power<br>- Moderately relevant final product |

Montana Data Consultants has decided there are no stakeholders with negative interest in the project. The team is open to reassessing this decision in the future.

## Communication Methods

**Internal Team Communications**

Microsoft Teams chat will be used for the majority of communications between team members as well as sharing certain files, documents, and website links. In addition, text and call communication will be used but is limited and reserved for more urgent communication. Email (@umontana.edu) is used during teamwide communications with Morton Analytics and Dr. Clouse.

In person meetings will be held a minimum of once a week to discuss and work on various deliverables. Summaries of what needs to be done, resources needed, and date due will be completed at the end of meetings.

**Project Sponsor Communication**

Communication with Morton Analytics is done via email, using the @umontana.edu domain. There is  a minimum bi-weekley update sent to Ryan and Jackson at Morton Analytics, and will have a minimum of nine total updates by the end of the project. Ashley will be responsible for writing and sending the emails, and will compile information, files, dashboard examples, and code snippets as necessary from the rest of the team to send in the email. Dr. Clouse will be CC'd as the team director sees fit.

Montana Data Consultants uses Zoom to meet virtually with the client. The zoom meetings are scheduled by Montana Data Consultants and hosted on the University of Montana's domain.

**Instructor Communication**

Montana Data Consultants will communicate with Dr. Clouse via email (@umontana.edu) and in person during office hours and before/during/after class time as appropriate. Communications can be team wide, team members (or certain roles) can be CC'd, or the communication can be private depending on relevance to the entire team.

**Technology Mentors**

Team members are responsible for communicating with relevant technology mentors as issues and questions arise. Team members can be CC'd or around for in person conversations depending on the relevance to their role on the team. Team members are responsible for deciding how to best communicate with technology mentors. Dr. Clouse or Morton Analytics can be brought into the discussion when relevant or necessary.

## Communications Table

| Stakeholders | Reporting Requirements | Report/ Metric | Timing/ Availability | Medium or Format | Reason |
|---|---|---|---|---|---|
| Morton Analytics | schedule, risks, software needs | Weekly updates and meetings | Weekly | Email, Zoom | Keep stakeholder up-to-date on project progress. Get help on technology-related issues and questions. Clarify expectations around project. |
| Montana Data Consultants | schedule, risks, data updates, scope changes, quality assessment | Weekly updates, meetings, work sessions, and email check-ins | As needed. Weekly updates and check ins, weekly or biweekly work sessions | Email, in person, Microsoft Teams, text message | Keep stakeholder up-to-date on project progress. Assist one-another in technical and research issues turn in assignments. completed and on time. |
| Dr. Clouse | schedule, risks, scope changes | Weekly updates | As deemed necessary by team manager | Email, in person | Keep stakeholder up-to-date on project progress. Get clarification on expectations and assignments. |
| Morton Analytics' Future Clients | N/A | | | | No communication foreseen at this time. |
| Public Health Policy Makers | N/A | | | | No communication foreseen at this time |
| Healthcare Administrators | N/A | | | | No communication foreseen at this time |
| Health Care Professionals | N/A | | | | No communication foreseen at this time |
| General Public | N/A | | | | No communication foreseen at this time |