

## Communication Plan

Communication Plans should describe the planned communications during the project.

It should include the following information (and other information you feel relevant to your communication).

Roles and Individuals. Describe the persons and their roles of those involved in communication.

Communication table with the following headings:

- Audience (who are involved in the communication developers, client team)
- Purpose/Message (what is being delivered in the communication, related to the purpose)
- Delivery Method (how is communication done, face to face, online (synchronous and asynchronous))
- Where (meeting room, student lounge, customer office, whatsapp, skype, IRC, email, ...)
- Delivery Frequency (every tuesday, as needed, biweekly, monthly, ...)
- Communicator: The team member(s) who are responsible for initiating the communication and distributing the outcomes.

During communications you would expect to have some of the information as it related to the purpose. For example:

- Project Plans (current and future), any issues related to project, deliverables for next milestone.
- Status Report
  - general summary
  - main project criteria
    - schedule
    - budget
    - scope
  - completed works
  - what to do next
  - team related (members)
  - concerns, risks, problems
- Project Briefing
  - about project management
  - overall status of project
  - project level problems
- Project checklist ( to keep track)