**COMMUNICATION PLAN**

A project must have an effective communication plan. It will help the team be clear on the scope and information needed in achieving the goal of the project. The purpose of this document is to define the communication requirements for the project and how it will be distributed. The communication plan defines the following:

* What information are needed?
* Who will collect the information?
* How to collect the information?
* What are the communication requirements?

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| --- | --- | --- | --- | --- |
| TYPE OF COMMUNICATION | COMMUNICATION SCHEDULE | COMMUNICATION MECHANISM | INITIATOR | RECIPIENT |
| Brainstorming/ Planning | Weekly | Meeting | Project Manager | Project Team |
| Project Update | Weekly | Meeting/ Planner | Project Manager | Project Team |
| Project Consultation | When needed | Meeting/ Planner /Email | Advisor | Project Team |

**Communication Management Approach**

In a typical project, most of the time that is defined in the Work Breakdown Structure or Gantt Chart are allocated in communication. The project Manager is responsible in communicating the project to all the stakeholders. The Project Manager must ensure that every change in scope, time, budget is documented. In addition, the Project Manager is responsible for the evaluation of change requests. Upon evaluation, the Project Manager must present the change requests to the Project Sponsor, Project Advisor and Project Consultant for approval. This document ensure that the stakeholders are aware of all the changes happening in the project.

**Communication Management Constraints**

All the project activities that will occur are approved and documented. The project manager must ensure that the communication plan is being followed. Ensuring that communication plan is being followed will enable the team to monitor the resources to avoid exceeding budget.

**Roles**

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| --- | --- |
| **Roles** | **Responsibility** |
| Project Sponsor | * Authority of the whole project * Authorize in signing the Project Charter document * Responsible for the funding of the project * Entitled to view the summary of the project unless he demands for the detailed version |
| Project Advisor | * Oversees the project at the portfolio level * Gives advise * Evaluates change requests |
| Project Consultant | * Oversees the project at the portfolio level * Gives advise * Evaluates change requests |
| Project Manager | * Responsible for the overall success of the Project * Evaluate and approve the documents submitted by team members * Communicate with Project Sponsor, Project Advisor and Project Consultant * Evaluates the performance of each member and communicates with to the higher managers. |
| Project Developer | * Understand the design * Report to the Project Manager * Create mobile application |
| Project Analyst | * Documentation * Research |

**Project Team Directory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Email** | **Contact Number** |
| **Project Sponsor** | **Candido Ruiz** | **Project Sponsor** |  |  |
| **Project Advisor** | **Jayvee Cabardo** | **Project Advisor** | [jayveec@apc.edu.ph](mailto:jayveec@apc.edu.ph) |  |
| **Project Consultant** | **Maricel Naviamos** | **Project Consultant** | [mariceln@apc.edu.ph](mailto:mariceln@apc.edu.ph) |  |
| **Project Manager** | **Hurley Evangelista** | **Project Manager** | [hmevangelista@student.apc.edu.ph](mailto:hmevangelista@student.apc.edu.ph) | **09058149768** |
| **Project Developer** | **Charles Crisostomo** | **Project Developer** | [ccrisostomo@student.apc.edu.ph](mailto:ccrisostomo@student.apc.edu.ph) | **09051660825** |
| **Project Analyst** | **Justine De Guzman** | **Project Analyst** | [mbdeguzman@student.apc.edu.ph](mailto:mbdeguzman@student.apc.edu.ph) | **09776545724** |