

# **Communication & Collaboration Action Plan**

## **CirQuS Cryogenic Wiring Project**

### **SUMMARY**

The following documentation outlines the communication and collaboration 'ways of working' the CirQuS Cryogenics Wiring team endeavoured to undertake in their discourse with fellow team members and the esteemed product owners of the created system. The plan will make clear our goals, stakeholder engagement and locations of crucial project management artifacts.

### **COMMUNICATION GOALS**

Our internal development team had a range of communication goals in order to best maximise project efficiency and the product owners' time.

Internal team goals included:

- Defining and reiterating the project vision and goals throughout the duration of the development cycle
- Ensuring all team members are aware of their responsibilities and task delegation
- Free transfer of knowledge and offering assistance where necessary
- Healthy and effective forums for discourse

External goals pertained to:

- Ensuring requirements, project timeline and expectations are confirmed by the stakeholders and continue to be confirmed
- Weekly conversations to track progress and offer support
- Answering of questions related to the project development

## STAKEHOLDER INFORMATION

Person	Role	Contact Information	Communication Responsibility Frequency	Format/Channel	Notes
<b>Mitchell Lee</b>	Team Lead/Developer	mitchell.lee@student.uts.edu.au	Daily, Weekly, Monthly	Responsible for running Scrum meetings in-person, available for formal communication over email, day-to-day communication over MS Teams and updates to project over Confluence and Jira	First point of contact for Product Owners and for team members when there are roadblocks/issues
<b>Chi-Tai Nguyen</b>	Co-Lead/Front-end Developer	chi-tai.nguyen@student.uts.edu.au	Daily, Weekly, Monthly	In-person check-ins, available for formal communication over email, day-to-day communication over MS Teams and project updates over Confluence and Jira	Facilitates check-ins and stakeholder management in the absence of Team Lead
<b>Bhavya Khemlani</b>	Business Analyst/Tester	Bhavya.khemlani@student.uts.edu.au	Daily, Weekly, Monthly	Using email to communicate formal project outcomes, updates to Jira tickets and Confluence documentation, day-to-day communication over MS Teams	Point of contact for changes in documentation and/or scope, project timeline, etc.
<b>Luke Herron</b>	Business Analyst	luke.w.herron@student.uts.edu.au	Daily, Weekly, Monthly	Using email to communicate formal project outcomes, updates to Confluence documentation, day-to-day communication over MS Teams	Point of contact for changes in documentation and/or scope, project timeline, etc.
<b>Husam Ajaj</b>	Quality Assurance	husammohammed.ajaj-1@student.uts.edu.au	Daily, Weekly, Monthly	Updates to Jira tickets and Confluence documentation, day-to-day communication over MS Teams	Specialising in testing and quality management of product

<b>Sanghyeon Park</b>	Web Developer/QA	sanghyeon.park-4@student.uts.edu.au	Daily, Weekly, Monthly	Updates to Jira tickets and Confluence documentation to show mock-ups and wireframes, day-to-day communication over MS Teams	Specialising in UX and UI wireframing and front-end decision-making
<b>Adrien Di Lonardo</b>	Product Owner	adrien.t.dilonardo@student.uts.edu.au	Weekly (or on need basis)	Available over email for formal communication and most frequently to be contacted over MS Teams for project updates and weekly check-ins	First point of contact for project-related information or to authorise changes in scope, etc.
<b>Nathan Langford</b>	Product Owner	nathan.langford@uts.edu.au	Weekly, Monthly (or on need basis)	Available over email for formal communication and most frequently to be contacted over MS Teams for project updates and check-ins	Point of contact for final decision-making or large changes to the project

## COMMUNICATION PLAN

TYPE	WHEN/WHERE/PARTICIPANTS
Weekly Scrum	During allocated Studio time at UTS with the internal development team
<b>SHARE</b>	
<ul style="list-style-type: none"> <li>▪ Each team member outlines what they have achieved over the last week, what they plan to do in the next week any road blockers they may be facing</li> <li>▪ This is also an opportunity to ask questions about development or the project</li> <li>▪ Time to forecast any potential problems</li> </ul>	

TYPE	WHEN/WHERE/PARTICIPANTS
Microsoft Teams	Online medium to be used whenever necessary for both internal team and communication with product owners
<b>SHARE</b>	
<ul style="list-style-type: none"> <li>▪ Questions and documentation for the internal team</li> <li>▪ Questions and documentation for the product owners</li> <li>▪ Weekly online meetings with product owners to ensure project progress</li> </ul>	

TYPE	WHEN/WHERE/PARTICIPANTS
Sprint Planning & Retrospectives	Face to face meeting to discuss the outcomes for the upcoming sprint and successes/downfalls of the concluding sprint
<b>SHARE</b>	
<ul style="list-style-type: none"> <li>▪ Goals for the upcoming sprint</li> <li>▪ Delegation of tasks for the upcoming sprint</li> <li>▪ Successes of the previous sprint</li> <li>▪ Failures of the previous sprint</li> <li>▪ Decisions on updating external stakeholders</li> </ul>	