Bird-daisies

COMMUNICATIONS MANAGEMENT PLAN

Version 1.0

09/21/2016

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Vinh Nguyễn | 09/21/2016 | Vinh Nguyễn | 09/21/2016 |  |
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**UP Template Version:** 11/30/06

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# introduction

## Purpose of Communications Management Plan

The overall objective of a Communications Management Plan is to promote the success of a project by meeting the information needs of project stakeholders. The *BIRD-DAISES* Communications Management Plan (CMP) defines the project’s structure and methods of information collection, screening, formatting, and distribution and outline understanding among project teams regarding the actions and processes necessary to facilitate the critical links among people, ideas, and information that are necessary for project success.

The intended audience of the *BIRD-DAISES* CMP is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out communication plans.

# stakeholder identification and analysis

# communications Vehicles

## Communications Matrix

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle** | **Target** | **Description Purpose** | **Frequency** | **Owner** | **Distribution Vehicle** | **Internal/ External** | **Comments** |
|  | Teacher | Submit Communication Plan | Weekly | Vinh Nguyễn | Hoctructuyen.vanlanguni.vn | External |  |
|  |  |  |  |  |  |  |  |

### Project Meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting** | **Description Purpose** | **Frequency** | **Owner** | **Internal/ External** | **Comments/ Participants** |
| Meeting | Create Communication Management Plan | Daily | Vinh Nguyễn | Internal |  |
|  |  |  |  |  |  |

### Project Reporting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting** | **Description Purpose** | **Frequency** | **Owner** | **Internal/ External** | **Comments/ Distribution List** |
| TEAM | Report Team Charter | Weekly | Giang Huỳnh | Internal |  |
| TEAM | Report CMP | Weekly | Mi Hoài | Internal |  |
| TEAM | Report CMP | Weekly | Chi Võ | Internal |  |
| TEAM | Report CMP | Weekly | Linh Huỳnh | Internal |  |

### Other Communication Vehicles

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vehicle** | **Description Purpose** | **Frequency** | **Owner** | **Internal/ External** | **Comments/ Distribution List** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Communications Management Plan approval

The undersigned acknowledge they have reviewed the *BIRD-DAISIES*  Communications Management Plan and agree with the approach it presents. Changes to this Communications Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Signed | Date: | 9/22/2016 |
| Print Name: | Nguyễn Sơn Vinh |  |  |
| Title: | Approve Communications Management Plan |  |  |
| Role: | Leader |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX A: REFERENCES

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| Communication Management Plan 1.0 | Plan About Communication Plan | D:\ADP |

APPENDIX B: KEY TERMS

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| CM | Communication Management |
| CMP | Communication Management Plan |
|  |  |