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***COMMUNICATION MANAGEMENT PLAN***

***FOR***

***Residential Communication Channel System***

***Version 1.3***

***Team 2 - GENTLEMAN***

***Revision***

|  |  |  |  |
| --- | --- | --- | --- |
| *Author* | *Version* | *Date* | *Content* |
| *An Pham* | ***1.1*** | *24/10/2018* | *Initiate Document* |
| *An Pham* | ***1.2*** | *26/10/2018* | *Update content for Document* |
| *Vinh Nguyen* | ***1.3*** | *27/10/2018* | *Review and Update Document* |
| *Vinh Nguyen* | ***1.4*** | *2/11/2018* | *Update Document* |

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1. ***Document Overview***
   1. ***Purpose***
      * The overall objective of a document is to promote the success of a project by meeting the information needs of project stakeholders. The intended audience of this document is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out communication plans.
   2. ***Audience***

|  |  |  |
| --- | --- | --- |
| **Intended Audience** | **Name** | **Reading Suggestions** |
| GENTLEMAN – Team Member | * Manh Truong * Quan Ngo * Hao Vo * Lam To * An Pham | Review Document and report |
| Mentor | * Quoc Nguyen | Review Document |
| Project Manager | * Vinh Nguyen | Initiate and Document Specification |

1. ***Stakeholder Identification and Analysis***
   1. ***Customer – Project Sponsor***

|  |
| --- |
| **Moderator of GMS Company** |
| **Mr.Dat**  Mobile : 0938281131  Email : nguyenhoangdat@gmail.com  Role: Customer  Responsibility: Spend the time to provide and clarify requirements. Be specific and precise about requirements. Promptly communicate changes to requirements. Set requirement priorities. |

* 1. ***Mentor***

|  |
| --- |
| **Teacher at Faculty of IT Department** |
| **Mr.Quoc**  Mobile : 0932000515  Email : nhquoccmu@gmail.com  Role: Mentor  Responsibility: Lead the project team and propose ideas so that the project team can properly develop and manage the project. |

* 1. ***Development Team***

|  |
| --- |
| **K21T2 – GENTLEMAN TEAM** |
| **Vinh Nguyen**  Mobile : 0908209256  Email: [sonvinh06@gmail.com](mailto:sonvinh06@gmail.com)  Role : Project Manager, Team Leader  Responsibility : Provide project progress reports periodically for customer and manage the activities of team, breakdown task and assign to team members. Keep the project under control and make the team always ready to working hard. Set time to the team can meet mentor and customer. |
| **Manh Truong**  Mobile : 0387631718  Email : [manhtruong531010@gmail.com](mailto:minhquan24102108@gmail.com)  Role: Team Advisor, Technical Analysist  Responsibility : Suggest ideas that help improve the way team work and propose to solve problems on technical work |
| **Quan Ngo**  Mobile: 0765178903  Email : quanngo4@vanlanguni.vn  Role: Data Analysist, Developer  Responsibility:Responsible for analyze data, model, data structure and make the data flow of the project align with the functional requirements |
| **Hau Vo**  Mobile : 0933310077  Email : [therealliamm@gmail.com](mailto:therealliamm@gmail.com)  Role: Mobile Developer  Responsibility : Research and develop product in Mobile platform, instructing the project team what has worked and solved some of the difficult problems in the mobile platform |
| **Lam To**  Mobile: 0359279213  Email : [tongoclam1@gmail.com](mailto:tongoclam1@gmail.com)  Role: ASP.NET Developer  Responsibility : Research and develop product in ASP.NET MVC platform, instructing the project team what has worked and solved some of the difficult problems in the .Net platform |
| **An Pham**  Mobile: 0363796480  Email : [phamhaian206@gmail.com](mailto:phamhaian206@gmail.com)  Role: Test Lead, Team Recorder  Responsibility : Responsible for record all meeting minute include: team meeting, customer meeting, mentor meeting. Plan for test and manage test plan to improve quality of product. |

1. ***Communication Vehicles***
   1. ***Project Meetings***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting** | **Description Purpose** | **Frequency** | **Owner** | **Internal/ External** | **Comments/ Participants** |
| Meeting with Customer | Gather and validate requirement, delivery the increment of product | On Thursday every week | Vinh Nguyen | External | *Gentleman TEAM, Customer* |
| Meeting with Mentor | Report progress of project, tasks of each member last week | On Tuesday every week | Vinh Nguyen | Internal | *Gentleman TEAM, Mentor* |
| Team Meeting | Discuss about some problem of project, support each other about technical problem, management problem, test problem | At least 1 day each week | Vinh Nguyen | Inernal | *Gentleman TEAM* |

* 1. ***Project Reporting***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting** | **Description Purpose** | **Frequency** | **Owner** | **Internal/ External** | **Comments/ Distribution List** |
| Meeting with Customer | Gather and validate requirement, delivery the increment of product | On Thursday every week | Vinh Nguyen | External | *RCC\_*  *MeetingMinute\_*  *Customer Document* |
| Meeting with Mentor | Report progress of project, tasks of each member last week | On Tuesday every week | Vinh Nguyen | Internal | *RCC\_*  *MeetingMinute\_*  *Mentor Document* |
| Team Meeting | Discuss about some problem of project, support each other about technical problem, management problem, test problem | At least 1 day each week | Vinh Nguyen | Inernal | *RCC\_*  *MeetingMinute\_*  *Team*  *Document* |
|  |  |  |  |  |  |

* 1. ***Other Communication Vehicles***

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

1. ***Reference***