

PROJECT COMMUNICATION PLAN

PROJECT NAME:- “A Research Study on Effectiveness of Current Remote Insulin Devices”

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Phase	What	Who/target	Why/purpose	When/frequency	Type/Method
Phase-I Initiation	Kick-off meeting to review project scope, objectives, timeline, roles, and responsibilities.	Project manager, Stakeholders	Ensure a common understanding of project goals and alignment with expectations.	At project start	In-person meeting
	Assemble project team members based on required expertise in clinical trials, data analysis, medical devices, etc.	Project manager	Obtain team members with the right knowledge and capabilities	At project start	Interviews, email exchanges
	Create a detailed project plan covering all phases, tasks, timelines, and team member assignments.	Project manager, team	Provide a comprehensive roadmap to guide project execution	Within the first two weeks	Face-to-face meetings, shared document
Phase-II Design and Development	Design rigorous testing protocols and select outcome measures.	Project manager, Research team	Ensure controlled, standardized device comparisons	Monthly during planning	Team meetings
	Evaluate and select devices to be tested based on capabilities, prominence, accessibility, etc.	Project manager and team	Obtain appropriate devices meeting predefined criteria	After an initial two months	Proposal document, phone/email

	Obtain ethics approval for conducting testing on human subjects.	Institutional ethics board	Ensure the safety of participants and ethical conduct	Before trials	Ethics application submission
	Participant recruitment through advertisements and screening.	Research team	Enroll representative sample meeting eligibility criteria.	Ongoing based on targets	Advertisements, interviews, surveys
Phase-III Execution and Testing	Provide weekly updates on device testing progress and data collection	Project manager, team	Identify any issues requiring intervention.	Weekly during testing	Emails, meetings
	Ongoing validation of collected data accuracy and completeness.	Project manager, analysts	Ensure the quality of captured device performance data	Weekly	Data reviews, queries
	Monthly budget utilization reports	Project manager, Sponsor	Prevent budget overruns	Monthly	Email reports
Phase-IV Analysis and Reporting	Analyze results and interpret critical findings	Research team	Derive insights from data analysis	As data analysis is completed	Team meetings, draft reports
	Review of report drafts to ensure stakeholder needs are met.	Project manager, sponsor, client	Incorporate stakeholder feedback into reports	Upon draft completion	Email with documentation, meetings
	Submission of manuscript to suitable medical journal	Target journal editors/reviewers	Disseminate findings to the scientific community.	After completion	Online journal submission system
Phase-V Closing	Present results and recommendations to client and sponsor	Client, sponsor	Share findings and insights for decision-making	At project closure	In-person presentation

	Obtain final sign-off on deliverables from client and sponsor	Client, sponsor	Confirm acceptance of the completed project	Upon finalization	Email, signatures
	Post-project review meeting on lessons learned	Project team	Identify improvements for future projects	After project closure	Team meeting