# Communication Plan

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| **Group No: # 03** |  |  |
| **Team Members:** |  |  |
|  | **Srilakshmi Gummadidala: 0803509** | |
|  | **Yen Nga Le: 0824817** |  |
|  | **Tehsin Shaikh:0831234** |  |
|  | **Vinod Solomon Santhakumar: 0821990** | |

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| **Project Title** | **Project Manager** |
| Crime Rate Analysis in Toronto | Harpreet Vrik |

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| **Team Members** |
| Srilakshmi Gummadidala |
| Yen Nga Le |
| Tehsin Shaikh |
| Vinod Soloman Santhakumar |

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| **Key Stakeholders** | | | |
| **Name** | **Title** | **Preferred Communication** | **Additional Information** |
| Harpreet Vrik | Project Manager | Email and Teams |  |
| Srilakshmi Gummadidala | Team Members | Email and Teams |  |
| Yen Nga Le | Team Members | Email and Teams |  |
| Tehsin Shaikh | Team Members | Email and Teams |  |
| Vinod Soloman Santhakumar | Team Members | Email and Teams |  |

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| **Communication Goals** |
| • Keep stakeholders informed of ongoing progress and any changes • Identify any roadblocks and resolve them early • Create opportunities for feedback from stakeholders and team |

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| **Communication Plan** | | | | |
| **Activity** | **Type** | **Frequency** | **Attending** | **Purpose** |
| **Project Planning Meeting** | Video Conference | Once | Team members, key stakeholders, and project manager | Outline client goals, establish budget and timeline, and assign first milestone tasks |
| **Team Touch Base** | In Person | Daily | Team members and project manager | Set daily goals and update project manager on milestone status |
| **Team Status Report** | Email | Weekly | Team members and project manager | Summarize touch bases and outline achievements for week and goals for following week |
| **Stakeholder Status Report** | Email | Biweekly | Project manager and key stakeholders | Summarize progress and next steps and update timeline |
| **Review Meeting** | Video Conference | As needed and/or upon completion of milestones | Team members, key stakeholders, and project manager | Update client on progress, assign subsequent milestone tasks, and assess overall timeline |
| **Post-Mortem Meeting /  Lessons Learned Meeting** | In Person | End of Project | Team members and project manager | Assess successes and failures  of project processes and  collect input for improvement of subsequent projects |