

COMMUNICATION MANAGEMENT PLAN FOR REJUVENATING JAL MAHAL



BY

GROUP – 2

Srl No	ID	Name
1	SPJ1108	Mr. Zulukumzuk Pongen
2	SPJ1109	Mr. Venzil Fernandes
3	SPJ1110	Mr. Sridhar Subramanian Iyer
4	SPJ1111	Ms. Bipasha Chakraborty
5	SPJ1112	Mr. Debajyoti Basu
6	SPJ1113	Mr. Manoj Singh Chauhan

Faculty

| Mr. Chaitanya Sabne

Project Communication Management

Project communication management includes the processes that are required to ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information. Project managers spend most of their time communicating with team members and other project stakeholders, whether they are internal (at all organizational levels) or external to the organization. Effective communication creates a bridge between diverse stakeholders who may have different cultural and organizational backgrounds, different levels of expertise, and different perspectives and interests, which impact or have an influence upon the project execution or outcome.

Project communication management comprises of –

1. Plan communication Management
2. Manage communications
3. Control communications.

In order to ensure rejuvenating Jal Mahal in Rajasthan, the contractor who is responsible for executing the project, made a detailed communication plan from the very beginning in order to ensure that Project is executed –

1. On time
2. Within Budget
3. Maintaining WHO standards
4. Maintaining quality
5. Ensuring customer delight.

Various Communication methods used are stated below -

1. Email
2. Team Meetings (Physical + Virtual)
3. Collaborative Apps
4. Status report

Accordingly, the following management communication plan is being made -

Project Name	Rejuvenating Jal Mahal
Project Manager	Ms Bipasha Chakraborty
Project Sponsor	Rajasthan Tourism authority
Principal Stakeholder	Project Sponsor and The Contractor
Date	26-04-2020

Deliverable	Recipient	Communication Channel	Schedule	Person Responsible
Project Charter	Project Core Team + Project Sponsor	Email Team Meetings SharePoint	Within a week of project initiation	Project Manager
MOM of Project Kick-off meeting	Project Core Team + Project Sponsor	Email	Within 2 days of kick-off meeting	Project Manager
Project requirement documentation	Project Core Team	Email	Within 1 week of kick-off meeting	Project Manager
Project Scope statement	Project Core Team	Email	Within 1 day of scope finalization	Project Manager
Project Schedule document	Project Core Team + Project Sponsor	Email	Within 2 days of circulation of MOM	Project Manager
Approved Project Budget Statement	Project Manager + Project Sponsor	Email	Within 2 days of scope finalization	Project Manager + CFO
Project Quality Management Plan	Project Manager + Project Steering Committee	Email Team Meeting SharePoint	Within 2 weeks of scope finalization	Project Manager
Project Stakeholder Register	Project Manager + Project Core Team+ Project Steering Committee	Email Team Meeting	Every Friday	Project Manager
Procurement Management Plan	Project Manager + Purchase Manager + Project Core Team	Email Team Meeting SharePoint	Every 15 days	Project Manager + Purchase Manager
Change Management Plan	Project Manager + Project Core Team + Sponsors + Project Steering Committee	Email Team Meeting SharePoint	As required	Project Manager
Milestone Review	Project Team Steering Committee	Email SharePoint Team Meeting	Monthly	Project Manager
Project Status Review Report	Project Core Team + Project Sponsor	Email Team Meetings Conference Calls	Every 15 days	Project Manager
Project Risk Register	Project Core Team + Project Sponsor	Email Team Meetings	Once in a month on first Tuesday	Project Manager
Quality Governance Report	Project Core Team	Email Team Meetings	Once in a month on 2nd Tuesday	Project Manager
Post Mortem meeting	Project Manager + Project Core Team	Email Team Meetings	At the end of project	Project Manager