

Communications Management Plan - Potential Solution

Communications Management Plan for Server and Facility Upgrade Project					
Communications Item (What)	Owner (Who-Sender)	Audience (Who-Receiver)	Timing (When)	Format/Medium (How & Where)	Purpose (Why)
Weekly Project Status Meet	Alex Sims	Maggie Carlson Deven Maxwell Sunny Myers HR Representative Debbie Jackson	Weekly Wednesday at 8:00 AM - 8:30 AM Continuous	Main Conference Room	Review schedule, scope, and budget status, facility and permit status, discuss open issues/risks, review project deliverables
Sponsor 1:1 Meeting	Alex Sims	Debbie Jackson	Weekly Tue 9:00 AM -10:00 AM	Debbie's Office	Update project sponsor on project status, discuss help wanted, review change requests, etc.
Weekly Project Status Report	Roger Jones	All Key Stakeholders	Weekly Due by Friday at 10:00 AM. Continuous	Microsoft Teams	Provide overview of key project status issues
Change Control Board (CCB)	Debbie Jackson	Facilities HR IT Operations Contracting	Every two weeks on Monday at 10:00 AM - 10:30 AM Continuous	Main Conference Room	Review change requests. Approve or disapprove
Vendor Source Selection	Debbie Jackson	Alex Sims Contracting Representative IT Facilities	Mar 16 at 10:00 AM One Time	Main Conference Room	Finalize Server Acquisition
Vendor Management Meeting	Sunny Myers	Alex Sims Contracting Representative Facilities	Every two weeks on Friday at 8:00 AM - 8:30 AM Continuous	Main Conference Room	Discuss Progress: - Server Acquisition and Installation - Security Scan Scheduling
New Hire Training	HR Representative	Alex Sims Debbie Jackson	Mar 30 from 1:00 PM - 3:00 PM One Time	Debbie's Office	Newhire status update
LLC Scanning Status Report	Luis Hernandez	Alex Sims IT Facilities	Every two weeks on Friday at 8:00 AM - 8:30 AM Continuous	Main Conference Room	Status overview of SE LLC security scan
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