## Communication Plan: Zumo Robot

**Objective:** (What is the objective of your project?)

To build a robot that can follow a line, solve a maze and fight in a sumo ring.

**Communication Goals:** (What communication goals does project have?)

* Keep stakeholders informed of project timeline and project needs.
* Provide clear insight into any decisions needed or roadblocks
* Provide structured opportunities for feedback from stakeholders

**Team roles and responsibilities (**Identify the responsibilities assigned to each of the team roles.)

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| **Team role** | **Responsibility** |
| Leader | Responsible for finding problems to solve and assisting in all tasks |
| Programmer | Responsible for solving problems and reading documentation |
| Quality assurance | Writing documentation, bug fixing |
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**Communication Types (**What types of communication, e.g. email, Skype, WhatsApp, Teams or OneDrive meetings, will be used and for what purpose – daily/weekly/milestone reporting?)

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| **Type of communication** | **Purpose** |
| WhatsApp | Daily reporting |
| GitHub | Version control |
| In Person | Daily reporting |
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**Communication plan by event**

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| **Item/event** | **Purpose** | **Audience** | **Date/frequency** | **Person responsible** | **Authority to release** |
| School day | Correspond, discuss | Team members | Mon – Fri, each week | Teacher, team members | Teacher |
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**Communication plan by person**

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| **Stakeholder** | **Title** | **Project role** | **Item/event** | **Special instructions** |
| Keijo | Teacher | Owner | Tuesday robot course | Ask how to control robot well |
| Joe | Teacher | Owner | Thursday/Friday courses | Ask how to control robot well |
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