

**COMMUNICATION PLAN**

**Version 1**

**SUMMARY**

This document describes reasonable Communication plan to perform **Software Processes and Quality Management** (SPQM).**Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Content |
|  |  |  |  |

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# Introduction

## Purpose & scope of this document

*[Instructions: Provide the purpose of the communications management plan.]*

## Intended audiences

|  |  |  |
| --- | --- | --- |
| No | Readers | Reason for reading |
| 1 | Project Manager | Read document to know how to communicate with stakeholder. |
| 2 | Mentor | Read document to know how to communicate with stakeholder. |
| 3 | Team member | Read document to know how to communicate with stakeholder. |
| 4 | Customer | Read document to know how to communicates with stakeholder. |

Table 1: Intended audience

## Project Stakeholders:

*[Instructions: Insert the stakeholder analysis or provide a reference to where it is stored.]*

# Communication plan detail:

*[The following table identifies the planned communication: Project manager with Customer]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | What get communicated | What get decided | Method | Frequency |
|  |  |  |  |  |  |

*[The following table identifies the planned communication: Project Manager with development team and Development team with Project Manager.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | What get communicated | What get decided | Method | Frequency |
|  |  |  |  |  |  |

*[The following table identifies the planned communication: Project manager with Mentors]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | What get communicated | What get decided | Method | Frequency |
|  |  |  |  |  |  |

# Master meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Time | Attend | Description |
|  |  |  |  |

Table 2: Basic Meeting

# Reference document:

*[This subsection should:*

*(1)Provide a complete list of all documents referenced elsewhere in the SRS, or in a separate, specified document.*

*(2)Identify each document by title, report number - if applicable - date, and publishing organization.*

*(3)Specify the sources from which the references can be obtained.*

*This information may be provided by reference to an appendix or to another document.]*