

COMMUNICATION PLAN

**Version1.0**

**Nhuan Tran**

**25/04/2017**

**VERSION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Nhuan Tran | 25/04/2017 |  |  |  |
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Table of Contents

[1. Introduction 3](#_Toc481671779)

[1.1 Purpose 3](#_Toc481671780)

[1.2 Audience 4](#_Toc481671781)

[2. Project Stakeholder 4](#_Toc481671782)

[2.1 Roles & Responsibility 4](#_Toc481671783)

[3. Project Stakeholder 5](#_Toc481671784)

[3.1 Roles & Responsibility 5](#_Toc481671785)

[*3.3* *Project Manager with Mentor* 6](#_Toc481671786)

[4. References 6](#_Toc481671787)

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# Introduction

## Purpose

The communication plan will support communication at multiple levels in project, primarily between the stakeholders and the project management team, between the project management team and the development team, and between architecture team.

Through communication, stakeholders can:

* Knowing all stakeholders in project
* Knowing kind of information need to communicate
* Knowing method how to communicate
* Knowing the time when need to communicate

Following is list of communication are not documented:

* Communication details on Risk Management process
* Communication details on Change Management process

## **Audience**

|  |  |  |
| --- | --- | --- |
| **Intended Audience** | **Name** | **Reading Suggestions** |
| Team Member | * Tan Huynh * Qui Ngo * Van Phan * Nhuan Tran * Thang Nguyen | Detailed communication plan report |
| Mentor | * Nam Vu | Detailed communication plan report |
| Project Manager | * Van Phan | Detailed communication plan report |

**Table 1.Aduience**

# ****Project Stakeholder****

## **2.1** **Roles & Responsibility**

|  |
| --- |
| **Faculty of Information System** |
| **Mr.Phung**  Mobile :  Email : [buiminhphung@vanlanguni.edu.vn](mailto:buiminhphung@vanlanguni.edu.vn)  Role: Customer  Responsibility: Spend the time to provide and clarify requirements. Be specific and precise about requirements. Promptly communicate changes to requirements. Set requirement priorities. |
|  |

**Table 2.Faculty of Information System**

|  |
| --- |
| **Mentor** |
| **Mr.Nam**  Mobile:  Email: [vuthenam@gmail.com](mailto:vuthenam@gmail.com)  Role: Mentor  Responsibility: Instruction Fteam in this project |

**Table 3.Mentor**

|  |
| --- |
| **Development Team** |
| **Mr. Tan**  Mobile : 01284735203  Email: [kityanhem@gmail.com](mailto:kityanhem@gmail.com)  Role : Architect Leader  Responsibility : Translating requirements into systems qualities, application integration and compiles or designs architectural models of current. |
| **Mr. Van**  Mobile : 01296600066  Email : [phanvann1307@gmail.com](mailto:minhquan24102108@gmail.com)  Role: Project Manager  Responsibility : Provide project progress reports periodically for customer |
| **Mr. Nhuan**  Mobile: 0978051090  Email : [phunhuan1995@gmail.com](mailto:phunhuan1995@gmail.com)  Role: Requirement Leader  Responsibility:Set time to get the requirements, analyzing the current processes, identify problems and offer solutions for customer. |
| **Mr. Qui**  Mobile : 0943350731  Email : [ngoqui31@gmail.com](mailto:ngoqui31@gmail.com)  Role: Tester Leader  Responsibility : The responsibility of a tester is to ensure the peace of mind of the end users who are going to use the software product. |
| **Mr. Thang**  Mobile: 01665812295  Email : [moonyeu19@gmail.com](mailto:moonyeu19@gmail.com)  Role: Implement Leader  Responsibility : Develop modules to ensure that the system is written and configured to be optimal for their particular environment and business purposes. |

**Table 4.Development Team**

# ****Project Stakeholder****

## **Roles & Responsibility**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
| Project Manager | Customer | Project Status Report:   * Bull Eyes chart * Earned Value * Perceivable Risks   Status on issues | Activity support Customer know the project and review on mitigation, contingency plan or risk. | * Project manager send email to Customer * Face to Face | At the end of each phase |

**Table 5.Project manager with customer**

* 1. *Internal Team*

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

**Table 6.Internal Team**

* 1. *Project Manager with Mentor*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
| Project Manager | [TripleX](https://www.facebook.com/messages/t/1447194588665508)Team Mentor | Team Weekly Report Status:   * Bull’s Eye Chart * Earned value * Status on current tasks * Status on issues * Perceivable Risks * Change Requests if any * Performance Metrics | Activity support Mentors review and agree on mitigation, contingency plan or risk, issues raised from status, Individual issues…Decide Change request priority and result measurement.  Decide Reward and punishment in internal team. | Project manager submit on Github and send email to note for mentor | Every meeting with mentor. When have a problem with project. |

**Table 7.Project Manager with Mentor**

# References

Capston K18