Team 2 Financial

COMMUNICATIONS MANAGEMENT PLAN

Version 1.1

**VERSION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Reason** |
| 1.0 | Aleksey Kramer | 10/25/2015 | Loaded Initial Template Text |
| 1.1 | Joseph Cutler, Diana Powell, Aleksey Kramer, Annika Noreen, Shukura Worth | 10/26/2016 | Provided Revisions |
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# **1 Introduction**

## **1.1 Purpose of Communications Management Plan**

The overall objective of a Communications Management Plan is to promote the success of a project by meeting the information needs of project stakeholders. The FinanceMaster Communications Management Plan (CMP) defines the project’s structure and methods of information collection, screening, formatting, and distribution and outline understanding among project teams regarding the actions and processes necessary to facilitate the critical links among people, ideas, and information that are necessary for project success.

The intended audience of the FinanceMaster CMP is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out communication plans.

## **1.2 Stakeholder Register**

|  |  |
| --- | --- |
| **Name** | **Title** |
| Joe Graham | Director |
| Bill D’Angelo | Director (President) |
| Sam Hirschberg | Director |
| Mark Stanton | Director |
| Jim Slater | Director (CFO) |

## **1.3 Internal Stakeholders**

The list of internal stakeholders is comprised from all the owners, managers, and employees of the company.

## **1.4 External Stakeholders**

The external stakeholders are:

* Auditors - Heinrich & Olds
* Clients of the company whose rates might be affected by the system change
* FinanceMaster team

# **2 Communications Vehicles**

The following matrixes describe communication media and communication that will be employed by the project. The details of the communication facilities and distribution channels are also outlined below.

## **2.1 Communications Matrix**

All documentation will be stored on team SharePoint site.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vehicle** | **Target** | **Description**  **Purpose** | **Frequency** | **Owner** | **Distribution**  **Vehicle** |
| Electronic Media | Relevant Stakeholders | Progress Report to communicate to key group leads and stakeholders | Weekly | Project Manager | Email |
| In-Person meetings | Relevant Stakeholders | Inform of significant updates or changes to the project | As Needed | Project Manager | Face to face meetings with minutes documented |

The project team utilizes SharePoint to store and manage all the documents.

### **2.1.1 Project Meetings**

All documentation will be stored on team SharePoint site.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting** | **Description**  **Purpose** | **Frequency** | **Owner** | **Internal/**  **External** | **Comments/**  **Participants** |
| Status Meeting | Communication of project progress and deliverable status | Weekly | Project Manager | Internal | Project Team Members |
| End of the week Meeting | Recap of status meetings | Weekly | Project Manager | Internal | Project Team Members and Stakeholders |
| Ad Hoc Meeting | Issues/Help Needed | As needed | Project Manager | Internal | Project Stakeholders |

### **2.1.2 Project Reporting**

All documentation will be stored on team SharePoint site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting** | **Description**  **Purpose** | **Frequency** | **Owner** | **Internal/**  **External** |
| Daily Exec Stand Up Meeting | Report out on daily short term progress, issues, and risks or help needed. Verbal Only | Daily - Optional A/R | President | Internal |
| Governance Meeting | Present Weekly status report via 4-square and stoplight chart. | Weekly or Bi-Weekly | President | Internal |
| Project Group Meeting | As required meeting at project milestones/gates | As Required | Project Manager | Internal/External |

### **2.1.3 Other Communication Vehicles**

All documentation will be stored on team SharePoint site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vehicle** | **Description**  **Purpose** | **Frequency** | **Owner** | **Internal/**  **External** |
| 4-square Reporting Chart | Provide overview with project description/Accomplishments/Next Steps/Help Needed/Timeline | Weekly (Thursday) | Project Manager | Internal |
| Stoplight Chart | Identifies Risk, Issues and Mitigations | Weekly with 4- square | Project Manager | Internal |
| Project Dashboard | The web page reflection current project status | Weekly | Project Manager | Internal |

# **3 Issue Log**

An issues log will be included in weekly meeting agendas to be reviewed with the team. It will be a living document, to detect and track issues through the life of the project. The issues log will be maintained by the project manager on the team’s SharePoint site.

# **4 Decision Log**

The decision log will be included in the weekly agenda and all decisions regarding issues or other large decisions impacting the project will be documented by the project manager and stored on the team’s SharePoint site.

# **5 Document Update Process**

This communication plan will be updated to accommodate any organizational changes, any new requests for communication, or edits to the existing communication channels and vehicles as requested. All the changes to the communication plan will be agreed upon by the Project Management team.

# **6 Communications Management Plan approval**

The undersigned acknowledge they have reviewed the FinanceMaster Communications Management Plan and agree with the approach it presents. Changes to this Communications Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

***Team 2 Financial***