Introduction

Objective of communication plan and importance

Project communication flow

Choose a format

### Set a communication goal

### Identify stakeholders

### Identify methods of communication

### Determine frequency of communication

### Determine who provides communication updates

Communication with stakeholders:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Name | Role | Email Id |
| 1. | Aayushi Beniwal | Project Manager | abeniwal@uwaterloo.ca |
| 2. | Neha Pranadika Bommana | Project Manager | nehapranadika98@gmail.com |
| 3. | Yash Tiwari | Communication Manager | Y2tiwari@uwaterloo.ca |
| 4. | Swapnil Rana | Communication Manager | sprana@uwaterloo.ca |
| 5. | Uttej Reddy Pakanati | Change Manager | urpakana@uwaterloo.ca |
| 6. | Jaya Sriram Ganeshna | Change Manager | jsganesh@uwaterloo.ca |
| 7. | Krishna Kanth Mutta | Quality Manager | kkmpn@uwaterloo.ca |
| 8. | Potamsetti Venkata Bhagyasree | Quality Manager | vbpotams@uwaterloo.ca |
| 9. | Saad Ali Usmani | Risk Manager | sausmani@uwaterloo.ca |
| 10. | Sai Anurag Neelisetty | Risk Manager | saianurag.n@gmail.com |
| 11. | Mohammad Akhavan | HR Manager | m4akhava@uwaterloo.ca |
| 12. | Prof. Peter Carr | Project Sponsor | pdcarr@uwaterloo.ca |

|  |  |
| --- | --- |
| Communications Plan | Methodology / Purpose / Channel |
| Internal Communication: | |  | | --- | | Daily follow-up using WhatsApp group, emails and telephonic conversations. | | Bi-weekly meetings on wed 10AM E.S.T and Sat 10 A.M E.S.T on Teams | | Microsoft Teams will be used for file sharing | |
| External (with stakeholders): | |  | | --- | | Weekly meetings with Professor Peter Carr every Tuesday at 7:00 PM E.S.T | | meeting with the sponsors in course online classroom on the scheduled dates | | Final project report and video presentation will be submitted to Professor Peter Carr by July 27th | |
| Escalation Procedure: | In case of any concern related to the project, team members will discuss the concern with the project manager who will discuss and escalate ( when necessary) with the concerned stake holders |

Chain of Command/Escalation:

Escalation: the communication of problems/concerns to a higher level of authority while continuing to maintain accountability for a satisfactory resolution.