Communication Management Plan

Purpose

The purpose of the Communication Management Plan is to describe the process of how and why the team communicates and more importantly what is communicated. Additionally, the Communication Management Plan describes the standards, formalities and routines that are followed during the project. This Communication management Plan sets the communication framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change.

Forms

Throughout the life of the project, forms of communication will vary however, a few will remain consistent.

* Slack - This is used for everyday communications within the team. Slack will be used for project related discussions including, the sharing of ideas, documents, etc.
* Google Drive - This is the main sharing point for documents. The team will leverage Google Drive, using its sharing capabilities to keep the team up to date.
* Meeting - We will hold team meetings weekly in order to update project timeline and prepare the following weeks sprint.
* Face to Face - This is very common during projects and impossible to track however, we must account for communications happening with no paper trail.

While these forms of communication can be changed throughout the life of the project, the items listed above are the most constant forms used throughout the project. Additionally, the Stakeholder Registry can be referenced to find more information regarding each specific person and information regard their contact preference.

Notes

Based on feedback from the engineers, we decided to use Slack as our primary communication tool due to its versatility with regards to instant messaging and document sharing. Additional, the communication framework that is established in this document was created in order to create the greatest chance at success for this project. Finally, please refer to the Stakeholder Registry in order to find greater detail on individual’s contact preference.