



Communications Management Plan

Project 1

Prepared By: Jim Programmer
Date: June 7, 1999

Communications Events

Ongoing communications is required to ensure all Project Stakeholders are properly informed and to ensure project status is being controlled. This communications plan will focus only on communicating information that contributes to success or where lack of communication can lead to failure. To this end, the following Communications Events have been identified.

TEAM MEETINGS

Team Meetings will be held with the project team members. These meetings will be conducted via conference call and will be held weekly. The purpose of the meetings is to discuss any outstanding issues and to identify new issues. Also, a brief status of each project item will be provided. The majority of detail related to the project status will be provided in the *Team Status Reports*.

See Appendix A for sample *Team Meeting Agenda*.

TEAM STATUS REPORTS

Each team member will submit a *Team Status Report*. These reports will be produced in the form of an email and will be distributed to the Project Manager and other members of the team weekly. The purpose of the report is to:

- Report on the status of the assigned activities;
- Report on the amount of effort expended during the period;
- Identify activities for next period; and
- Identify any issues or concerns.

See Appendix B for a sample *Team Status Report*.

PROJECT STATUS REPORT

The *Project Status Report* will be produced by the Project Manager. This report will be produced in the form of an email and will be distributed to the Executive Steering Committee weekly. The report will summarize all information from the Team Meetings and Team Status Reports and include any additional management issues. The purpose of this report is to:

- Report on the status of the assigned activities;
- Report on the amount of effort expended during the period;
- Report on activities for next period;
- Report on any Risk activities; and
- Report on any issues or concerns.

The *Project Status Report* will also include a *Project Report Card* that is used to present the project status as a one-page summary, including performance trends.

See Appendix C for a sample *Project Status Report* and *Project Report Card*.



DELIVERABLE APPROVAL

Deliverable Approval meetings will be held with the Project Manager and the Executive Steering Committee. These meetings will be conducted via conference call and will be held as deliverables are completed. The purpose of the meetings is to discuss any outstanding issues or considerations with respect to the deliverables. The meeting is not intended to be a review of the deliverable, but rather to be an identification of any issues and, hopefully, an acceptance of each deliverable.

See Appendix D for sample *Deliverable Approval Meeting Agenda*.



Communications Schedule

| Event | Medium | Audience | Key Messages | Sender | Date |
|--|-------------------------|---------------------------------|--|--------------|-----------------------------|
| Project Charter review | Meetings | System Owner Project Sponsor | Confirm objectives and scope of project. | Jim Pellerin | Thursday, May 13, 1:00PM |
| Team Meetings | Meetings, Conf. Call | Team | Status of deliverables. Issue discussion. | Team | Weekly Mondays at 9:00AM |
| Status Reports | Report, Email | Project Manager Team Members | Status of deliverables. Work completed and effort expended. Work planned. Issue identification. | Team | Weekly Fridays at 5:00PM |
| Project Status Report | Report, Email | Executive Steering Committee | Status of Project. Issue identification. | Jim Pellerin | Weekly Mondays at 1:00PM |
| Deliverables Approval (Project Management) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables | Team | Thursday, June 17, 3:00PM |
| Deliverables Approval (1b. Feedback) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables | Team | Thursday, June 17, 3:00PM |
| Deliverables Approval (2c. Evaluation Rept.) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables | Team | TBD |
| Deliverables Approval (3a. Integration Alt.) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables Go or no-go decision to be made. | Team | TBD |
| Deliverables Approval (4a. Impl. Strategy) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables | Team | TBD |
| Deliverables Approval (4b. Impl Plan) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables | Team | TBD |
| Deliverables Approval (S2. Impact Report) | Meetings, Conf. Call | Executive Steering Committee | Review of deliverables | Team | TBD |



Appendix A

Team Meeting

Date

Agenda

1. Roll Call – Project Manager
2. Review of Previous Meeting Minutes – Project Manager
3. Brief Status Updates – Team Members
4. Update of previously identified Issues – Team Members
5. Identification of new Issues – Team Members
6. New Business – Team Members
7. Meeting Adjourned – Project Manager

projectMethod

Tools for projects that matter



S
C
O
P
E

T
I
M
E

C
O
S
T

Q
U
A
L
I
T
Y

R
I
S
K

H
U
M
A
N

C
O
M
M

P
R
O
C
U
R
E

Appendix B

Status Report

Submitted by: Name

Period: From mmm, dd, yyyy to mmm, dd, yyyy

Activities for this period

- Activity 1 – percentage complete, hours expended

Brief description of the work performed and the status of activity.

- Activity 2 – percentage complete, hours expended

Brief description of the work performed and the status of activity.

Activities for next period

- Activity 1

Brief description of the work to be performed.

Issues

- Identify any issues that need to be addressed at the project level.

Other

- Identify any other items which need to be communicated, such as upcoming vacation, etc.



Appendix C

Project Status Report

Submitted by: Name

Period: From mmm, dd, yyyy to mmm, dd, yyyy

Activities for this period

- Activity 1 – percentage complete, hours expended
Brief description of the work performed and the status of activity.
- Activity 2 – percentage complete, hours expended
Brief description of the work performed and the status of activity.

Activities for next period

- Activity 1
Brief description of the work to be performed.

Issues

- Identify any issues that need to be addressed at the project level.

Risk Items

- Identify any issues that need to be addressed at the project level.

Other

- Identify any other items which need to be communicated, such as upcoming vacation, etc.



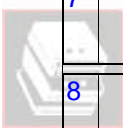
Project Report Card







Submitted by: Name

Period: From mmm, dd, yyyy to mmm, dd, yyyy

| T | B | S | | T | B | S | | T | B | S | | T | B | S | |
|----------|------------------------------|---|---------------------------------|---|---|---|--------------------------|---|---|---|---------------|---|---|---|-----------------------------|
| ■ | ■ | ■ | 1. Project Management | ■ | ■ | ■ | 2. Connect Environments | ■ | ■ | ■ | 3. Evaluation | ■ | ■ | ■ | 4. Integration Alternatives |
| ■ | ■ | ■ | 5. Integration / Implementation | ■ | ■ | ■ | 6. Other Project Impacts | | | | 7. | | | | 8. |
| | | | 9. | | | | 10. | | | | 11. | ■ | ■ | ■ | 12. Overall |
| ACTIVITY | | | TIME ISSUES | | | | BUDGET ISSUES | | | | SCOPE ISSUES | | | | |
| 1 | Project Management | | | | | | | | | | | | | | |
| 2 | Connect Environments | | | | | | | | | | | | | | |
| 3 | Evaluation | | | | | | | | | | | | | | |
| 4 | Integration Alternatives | | | | | | | | | | | | | | |
| 5 | Integration / Implementation | | | | | | | | | | | | | | |
| 6 | Other Project Impacts | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |

SCOPE
 TIME
 COST
 QUALITY
 RISK
 HUMAN
 COMM
 PROCURE



| | | | | | | | |
|----|--------------------------|---|-----------------------------|---|----------------------------|---|-------------------------|
| 12 | Overall | | | | | | |
| | No Activity |  | Situation Improving |  | Situation Worsening |  | No Change |
| | Green – no issues |  | Yellow – some issues |  | Red – major issues |  | Blue – completed |

Appendix D

Deliverable Approval Meeting

Date

Agenda

1. Roll Call – Project Manager
2. High-level description of deliverable – Project Manager
3. Identification of Issues – Committee
4. Acceptance, or not, of deliverable – Committee
5. If not accepted, next steps - Committee
6. Meeting Adjourned – Project Manager

