Planning Process Group Artifacts

10.1 Plan Communication Management

10.1.2 Communication Methods (Tools and Techniques)

PMGT 690, ERAU, Prof. Sherman

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10.1.2 Communication Methods (Tools and Techniques): This communication method is a tool that was taken from a homework assignment from PMGT 502. It was to develop a Communication Matrix. The PMBOK states that whatever communication method is used it should be discussed and agreed upon by stakeholders and project teams.

What/Description	Freq	Method	Stakeholders	PM	Proj Staff	App Owner	Audience
Meetings							
Charter/Kick off meeting	Once	MT/EM	All-Info	R	Info, Con, Com, Part, Rev	Matt,MJ	Proj. Staff
Scope Change Management	Req	EM	All-Info, App	R	Part	MJ	Stake, Proj Staff
Reports							
Stakeholder Register	Weekly	FC/EM	Doe & Cox-App, Info	R	Info, Con, Com, Part, Rev	Charlie, Kristin	Stakeholders, PM, Staff
Stakeholder Management Plan	Weekly	EM	All-Rev, App	R	Info, Con, Com, Part, Rev	MJ, David	Stakeholders, PM, Staff
Status Reports	Weekly	MT/EM	Info	R&App	Part	David, MJ, Matt, Charlie	PM, Staff, Stakeholders
Performance	daily	EM	Info	App/Comm	Cons	MJ, David	PM,Staff, Stakeholders
Budget	daily	EM	Info	App/Comm	Cons	MJ, Charlie	PM, Staff, Stakeholders
Scheduling	daily	EM	Info	App/Comm	Cons	MJ, Matt	PM, Staff, Stakeholders
Issue Log/RAM	Req	MT/EM	Info	R	Part	Charlie	Proj Staff
Announcements							
Lessons Learned	Once	MT	Part	Part	Part	MJ, Kristin	PM, Staff, Stakeholders
Post Implementation Review	Once	MT	Part	Part	Info	MJ	PM, Staff, Stakeholders
Who				**Key**			
Stakeholders=(includes SLCA sponsors) Application Owner=Project Staff members				R = Responsible for Generating			

PM = Project Manager; MJ Project Staff = Kristin, David, Charlie, Matt **Method** EM=Email FC=Formal Communication MT=Meetings/Skype Conf.	App = Approve Con = Consult Com = Comment Info = Informed N/A = Not Applicable Part = Active Participation Req = As Requested Rev = Review