Executing Process Group Artifacts

10.2 Manage Communications

10.2.1 Communication Management Plan (Input)

PMGT 690, ERAU, Prof. Sherman

By: Matthew Holtan

10.2.1 Communication Plan (Input): The PMI (2013) states the communication

management plan describes how project communications will be planned, structured,

monitored, and controlled (pg. 299). This communication plan was developed and used

as a group exercise in PMGT 502. It did not go into any significant detail, however the

communication plan shows all of its parts which is a key input for the Manage

Communication process.

Communication Plan

Project Name: Team 1 Airport Construction Plan

>MJ
>Matt
>Kristen
>Jose
>Charlie

Prepared By: Matthew Holtan
Position: Team 1
Date: 10 June 2016
Version No: 1

Document Change Control

The following is the document control for the revisions to this document.

Version Number	Date of Issue	Author(s)	Brief Description of Change
1	10 June 2016	Matt	Comm Matrix only

Definition

The following are definitions of terms, abbreviations and acronyms used in this document.

Term	Definition

Table of Contents

1. Introduction

The purpose of the communication plan is to that this construction project provides relevant, accurate, and consistent project information to project stakeholders and other appropriate audiences. By effectively communicating the project can accomplish its work with the support and cooperation of each stakeholder group.

The communication plan provides a framework to manage and coordinate the wide variety of communications that take place during the project. The communication plan covers who will receive the communications, how the communications will be delivered, what information will be communicated, who communicates, and the frequency of the communications.

2. Communication Objectives

Effective and open communications is critical to the success of the project. The objectives Team 1's project communication plan is to have the team leader, project team and all stakeholders on the same sheet of music throughout planning this event.

The key communication objectives for the project are:

Established awareness of planning throughout the process
Communication should be centralized effort
Enhancement of teamwork
Improve on meeting milestones
High visibility with all intended audiences

3. Communication Purpose and Target Audiences

This section identifies the audiences targeted in this Communication Plan, and the purpose of communicating with each audience. A complete list of the participants in each audience can be found in the Appendix.

Audience	Communication Purpose
Team leader	Make top-down decisions, keep team on track
Team members	Stay on track; meet milestones and deliverables
Stakeholders	

4. Communication Message and Delivery

The following outlines the targeted audiences, the key communication messages to be delivered, and the method for delivering the information, the communicator, and the frequency of the delivery. See communication matrix below:

	Purpose	Description	Delivery Methord	FreQ.	Owner	Audience
Meetings	Initial kick off	Discuss Scope Plan	Email	6/10/2016	Matt	team 1
	milestones	discuss deadlines	email	bi weekly	Leader	Team2 Stakeholders
	project control	monitor/cont. milestones	email, forum post	weekly	Leader	team 2
Reports	weekly status	add/change deliverables and milestones	google docs/forum	weekly	Leader	team 2 Stakeholders
Announcements	Task reminders	Task owner schedule reminders	email	daily	Owner of task	Team 2

5. Communication Message Contents

The section outlines the contents of the key communications.

<u>Meetings</u>
Discuss objectives, goals
Establish milestones with team and stakeholders
Establish channels of communication
Potential changes; late starts, over/under budget

<u>Reports</u>
Weekly check-ins
Budget: total cost, current
Changes to Scope

<u>Announcements</u>
Task reminders
Team moving forward

Appendix

Target Audience Participants

Audience	Participants	Organization
Team 1	Stakeholders	