Executing Process Group Artifacts

10.2 Manage Communications

10.2.2 Communication Model (Tools and Techniques)

PMGT 690, ERAU, Prof. Sherman

By: Matthew Holtan

10.2.2 Communication Model (Tools and Techniques): This artifact was taken from PMGT 502. This communication matrix was a homework assignment that was used to show the different components of communication and how they all contribute towards effective communication process.

<u>Communication Matrix</u>

What/Description	Freq	Method	Stakeholders	PM	Project Staff	App Owner	Audience
Charter/Kick off meeting	Once	MT/EM	Info	R	Info, Con, Com, Part, Rev	Matt,MJ	Proj. Staff
Stakeholder Register	Weekly	FC/EM	App, Info	R	Info, Con, Com, Part, Rev	Charlie, Kristin	Stakeholders, PM, Proj Staff
Stakeholder Management Plan	Weekly	EM	Rev, App	App	Info, Con, Com, Part, Rev	MJ, Kristin, Matt, Charlie, David	Stakholders, PM, Proj Staff
Status Reports	Weekly	MT/EM	Info	R&App	Part	David, MJ, Matt	PM, Proj Staff, Stake
Issue Log/RAM	Req	MT/EM	Info	R	Part	Charlie	Proj Staff
Scope Change Management	Req	EM	Info	R	Part	MJ	PM, Stake, Sponsor
Lessons Learned	Once	MT	Part	Part	Part	MJ, Kristin	PM, Proj Staff
Post Implementation Review	Once	MT	Part	Part	Info	MJ	PM, Stake, Proj Staff

Who	Key
Stakeholders=(includes SLCA sponsors) Application Owner=Project Staff members PM = Project Manager; MJ Project Staff = Kristin, David, Charlie, Matt **Method** EM=Email FC=Formal Communication MT=Meetings/Skype Conf.	R = Responsible for Generating App = Approve Con = Consult Com = Comment Info = Informed N/A = Not Applicable Part = Active Participation Req = As Requested

	Rev = Review

Communication Plan Matrix:

Project Name: TU1 pedestrian bridge
Project Objective: renovate the pedestrian bridge with new tile
Prepared by: Matt Holtan
Submitted to: Salt Lake City Department Airport (SLCDA)

Project Manager: Michael Johnson
Project Sponsor: SLC Airport
Date prepared: July 14, 2016