Communication Plan

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For

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**Communication Plan**

**Identify Stakeholders**

The Stakeholder list shown in the project charter will be used to help manage communication for the ERP project. The below communication matrix will be used for all communication. Not all stakeholders need to be involved in the team’s weekly meetings but they do need to be informed. The project manager will be the main point of contact for communication and will be responsible for reporting status to the deans and president ensuring training plans are in place with the focals. The frequency and delivery methods are reflected in the matrix below.

***Communication Matrix***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Forum** | **Objective** | **Audience** | **Freq** | **Responsible** | **Delivery** |
| **Kickoff Meeting** | Set deliverables needed and objective for final event– start on schedule and budget | Sponsor, Project Team & Focals | Single Occurrence  | Project Manager | Face-to-face |
| **Project Team Meetings** | Plan schedule, budget, risks and define requirements  | Project Team, Focals, end users | Weekly | Project Team | Face-to-face |
| **Project Status Reports** | Status schedule, budget and progress to plan.  | Deans, VPs and President | Monthly  | Project Manager | Email /Face-to-Face |
| **Budget and Schedule Updates** | Revisions to timeline leading to event and budgetary restrictions and expansions | Project Manager | Monthly | Analysts  | Email |
| **Trainings** | Train end Users  | End Users from various departments | As required | Department Focals and PMO | Online |

Reference:

PMI. (2013). A Guide to the Project Management Body of Knowledge (POMBOK Guide) Fifth

Edition. Project Management, Inc. Newtown Square, Pennsylvania.