

Communications Management Plan

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Fundamentals of Project Management

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# **KITCHEN RENOVATION PROJECT PLAN**

Embry Riddle Aeronautical University – PMGT 501

TEAM 3

Final Submission

by

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## **1 Communications Plan**

### **1.1 Overview**

The communications plan is used to illustrate the information flow. More specifically the communication plan will define what, who, how and when the information will be shared. This section will address the key stakeholders, define pertinent information and key sources to that information, dissemination methods, and responsibilities and timelines for the information flow.

### **1.2 Stakeholders**

The stakeholders involved in the kitchen renovation project are the homeowners, the general contractor (project manager), the designer, subcontractors, city inspector, and the loan officer from the local credit union. The general contractor is the project manager and his team will be referred to as the project office.

### **1.3 Information needs, sources, and dissemination methods**

The information that is important to the success of this project varies for each stakeholder involved. Each stakeholder was interviewed to find out what information was important to them. The results are shown in Table 2. The general contractor has an electronic file plan that will house all pertinent information regarding the kitchen renovation. The file plan includes the home owner's requirements, designer's plans, blueprints, and email correspondence with all stakeholders. All other applicable documentation will be captured throughout the project and saved in this file plan. Finally, the dissemination of this information will be primarily by email and phone. The communication plan in Table 2 shows all of the planned communications for the project.

*Table 1. Kitchen Renovation Communication Plan*

<b>INFORMATION</b>	<b>KEY STAKEHOLDERS</b>	<b>FREQUENCY / TIMING</b>	<b>DISSEMINATION METHOD</b>	<b>INFORMATION PROVIDER</b>
Initial Consultation	Homeowners, General Contractor	Beginning of project	Meeting, Email	Project Office
Design Consultation	Homeowners, Designer	After initial consultation	Meeting, Email, Hardcopy	Design Office
Preliminary Design Review (PDR)	Homeowners, General Contractor, Designer	After initial design complete	Meeting, Email, Hardcopy	Project Office/Design Office
Design Plan	Homeowners, Designer, General Contractor	Bi-weekly until design is complete	Email	Design Office
Critical Design Review (CDR)	Homeowners, General Contractor, Designer	After final design plan is complete	Meeting, Email, Hardcopy	Project Office/Design Office
Loan Prequalification	Homeowners, Credit Union	Beginning of project	Email	Credit Union
Project Status Report	Homeowners, Project Office	Weekly	Email	General Contractor
Sub-contractor Status Report	Project Office, Sub-contractor	Weekly	Email	Sub-contractors
Supplier Performance Review	Homeowners, Project Office	Weekly	Email	General Contractor
Work Breakdown Structure (WBS)	Project Office	Anytime	Online Cloud	Project Office