**PROJECT COMMUNICATION PLAN**

**Communication plan: software development team**

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| **Summary** | **Communication goals** |
| This is the communication plan for the Atlanta software development team. It covers our schedule of meetings, where we store our shared documents, and how we communicate at other times. | * Keep each other informed about the status of tasks (i.e., green, yellow, or red). * Ask for and offer help where needed. * Track budget to actual. * Help groom the product backlog. * Define information so you can share it with product owners and other stakeholders. |

**Stakeholder information**

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| **Person** | **Role / title** | **Contact information** | **Communication frequency** | **Format / channel** | **Notes** |
| Maria Hernández | Team Lead |  | Daily, weekly, monthly | The team lead facilitates the daily, in-person Scrum meeting, does weekly progress reports using Jira, and sends monthly, high-level timeline/budget/progress updates to the product owner by email. | Go-to for problem solving and questions |
| Jordan Oaks | Team Member - Programmer |  | Weekly | The team member/programmer participates in daily and weekly check-in meetings and emails. | Specializes in mobile |
| Wilbur Reynolds | Team Member - Programmer |  | Daily | The team member/programmer participates in daily and weekly check-in meetings and emails. | Oversees product backlog |
| David Runningbear | QA |  | Daily | QA reports on testing status and bug squashing. |  |
| Sal Fiore | Release Manager |  | Weekly and as needed | The release manager updates release documentation. | Only person authorized to change release plan |
| Jennifer Planck | Product Owner |  | Monthly | The product owner reports team progress to leadership stakeholders monthly. | Not involved in daily Scrum meeting |

**Communication types**

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| **Type** | **When / where / participants** |
| Daily scrum meeting | We gather in person around the Scrum board for a stand-up meeting of 15 minutes. |
| **Share** | |
| * Each person reports on doing, done, to do. * Problems are flagged. * Ask for help if needed. | |

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| **Type** | **When / where / participants** |
| Slack channel | This is open-ended, real-time communication and file sharing. |
| **Share** | |
| * Include the burndown chart. * Include documentation. * Ask questions so everyone can see. | |

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| **Type** | **When / where / participants** |
| Sprint planning  And retrospective | At the start and end of each two-week sprint, we meet to discuss what will be accomplished or to analyze the successes and failures of the past sprint. |
| **Share** | |
| * **Share two days in advance:**   ○ Agenda for meeting  ○ Product backlog  ○ QA report  ○ Attendees needed for meeting (includes product owner)  ○ Budget   * **Meeting format:**   ○ Agenda review  ○ Review product backlog  ○ Questions/discussions  ○ Next steps review   * **Email (immediately after meeting):**   ○ Meeting notes to all attendees  ○ Sprint goals | |

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| **Type** | **When / where / participants** |
| Monthly emails | Maria (team leader) reports to Jennifer (product owner). |
| **Share** | |
| * Progress report vs. plan * Help needed from other departments * Issues * Timeline * Upcoming activities | |