**PROJECT COMMUNICATION PLAN**

**Communication plan: software development team**

|  |  |
| --- | --- |
| **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**

|  |  |
| --- | --- |
| **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.
 |

|  |  |
| --- | --- |
| **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.
 |

|  |  |
| --- | --- |
| **Type** | **When / where / participants** |
| Sprint planningAnd 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  |

|  |  |
| --- | --- |
| **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
 |