

COMMUNICATION MANAGEMENT PLAN

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MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

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Communication Plan

Communication Matrix:

The Project Manager will ensure that the stakeholders, project team, and others understand the responsibility of effectively communicating the internal needs of the project. This plan represents the how and the when for reviews, meetings, reports, and announcements: the deliverables, the description, the delivery method, the frequency, the owner, and audience used during the delivery of information of the community job fair. These details are summarized below in the following matrix.

[**PM**=Project Manager, **PT**=Project Team, **OA**=Office Admin., **Wkly**= Weekly, **Mtg.** = Meeting]

	Deliverable	Description	Delivery Method	Frequency	Owner	Audience
Reviews and Meetings						
	Stakeholder Mtg.	Mtg. Approval, Status	Face-to-Face, Virtual	Mos, Emergent	PM	Stakeholder, PM
	Kick Off Mtg.	Mtg. discuss and make assignments	Face and Confirm Email	10/14/2014	PM	Project Team
	Face-to-Face Mtg.	Status Mtg.	Face-to Face	Wkly	PM	Project Team
	Team Meeting	Status, Assignments	Virtual, Face, Email	Bi-Weekly	PM	Project Team
Reports						

	Deliverable	Description	Delivery Method	Frequency	Owner	Audience
	Wkly	Status Updates: Activities, Budget, Logistics, Marketing, Vendor, Graphic	Email, Sharepoint Link	Wkly	Risk Manager	Project Team
AD HOC Reports						
	Changes	Changes, Constraints	Email, Virtual	Emergent	Risk Manager	Stakeholders , Project Team
Project Announcements						
	Activity Reminders	Task schedule reminders	Email, Virtual	Wkly	OA, Risk Manager	Activity Owner

(Microsoft Office Template, 2014)

Project Team Responsibility Matrix:

[R=Responsibility, A=Assist, S=Support, C=Consult]

Tasks	Jeremy	Amanda	Reese	John Smith	Jane Smith
Designate Team	R	A	S	S	S
Initial Planning Mtg.	A	R	S	S	S
Individual Team Planning	S	C	R	S	S
Team Coordination Mtg.	S	S	R	S	S
Cost Analysis	R	A	C	S	S
Budget Allocation	A	S	C	C	R
Logistics Coordination	S	R	S	S	S

Tasks	Jeremy	Amanda	Reese	John Smith	Jane Smith
Marketing Coordination	S	S	R	C	S
Employer Coordination	S	A	S	R	S
Graphic Design	C	C	C	S	S
Stakeholders Mtg.	R	C	S	S	S
Job Fair Execution	R	A	S	S	S
Project Close Out	R	S	S	S	S

(Microsoft Office Template, 2014)

Required Documents:

The following documents are included:

[S=Stakeholders, PM=Project Manager, PT=Project Team, OA=Office Admin., A= All]

Document	Recipients	Responsibilities	Update frequency
Responsibility Matrix	PM, PT, OA	PM	OA
Communication Plan	A	PM, PT, OA	PM
Risk and Issue Management Document	PM, PT, OA	PM, PT, OA	PM
Change Control Document	S	PM, PT, OA	PM
Project Timeline	PM, PT, OA	PM, PT, OA	OA

(Microsoft Office Template, 2014)

Risk Response Matrix:

The risk response and the contingency plans for the identified risk events are. For the inability to meet the scheduled timeline the project manager will provide for by having time buffers for certain identified bottleneck activities that are expected to cause delay such as obtaining approvals. These time buffers will only be used if the risk event occurs and there existence will not be communicated to the team, only the project investor will be aware of these time buffers. Although costs will be a tightly controlled element of the project and sticking to budget will be of high priority contingency funds will be separated at the beginning of the project

to be used in the case of unexpected events occurring. Obtaining the necessary venues and equipment on time is a risk event where the risk will be transferred by payment of advances to suppliers to ensure on time delivery this will be done however after a careful selection and identification of what the most essential and difficult to obtain equipment are. Special attention will be paid to the procurement of the deep sea boat. Inappropriate or wrong staffing and staff turnover may seriously harm the venture and may inhibits its customer service therefore the project contingency plan is to maintain all records of the interviewees from the recruitment and selection process in order to be able to fill any sudden unforeseen vacancies that may arise or changes that may have to be made post training pre operations.

Risk event	Response	Contingency	Trigger	Responsibility
Timeline	Mitigate	Use of time buffers on identified bottlenecks	Actual not in line with schedule	Project manger
Cost	Mitigate	Contingency funds available	Actual not in line with budget	Finance officer
Equipment	Transfer	Advance payments to suppliers	Negative responses from suppliers	Procurement officer
Staffing	Mitigate	Keep records of all interviewees for unforeseen staff shortages.	Staff turnover or unnecessary staff issues	HR officer

Reference

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- Project Management Institute (PMBOK). (2013). *Project Management Body of Knowledge (PMBOK)* (Vol. 5). Newtown Square, PA, USA: Project Management Institute Inc.
- Microsoft Corporation. (2013). *Microsoft Project 2013: Microsoft Official Academic Course* (1st ed.). Hoboken, NJ: John Wiley & Sons, Inc.
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