Monitoring and Controlling Process Group Artifacts

10.3 Control Communications

10.3.1 Project Management Plan (Input)

PMGT 690, ERAU, Prof. Sherman

By: Matthew Holtan

10.3.1 Project Management plan (Input): PMI, (2013) an input that for the project management plan and the Control Communications is the communication matrix. This matrix will help project teams see stakeholder communication requirements, reason for distribution, timeframe and frequency, groups responsible, groups receiving information.

Communication Matrix

	Freq	Method	Stakeholders	PM	Proj Staff	App Owner	Audience
Meetings							
Charter/Kick off meeting	Once	MT/EM	All-Info	R	Info, Con, Com, Part, Rev	Matt,MJ	Proj. Staff
Scope Change Management	Req	EM	All-Info, App	R	Part	MJ	Stake, Proj Staff
Reports							
Stakeholder Register	Weekly	FC/EM	Doe & Cox-App, Info	R	Info, Con, Com, Part, Rev	Charlie, Kristin	Stakeholders, PM, Staff
Stakeholder Management Plan	Weekly	EM	All-Rev, App	R	Info, Con, Com, Part, Rev	MJ, David	Stakeholders, PM, Staff
Status Reports	Weekly	MT/EM	Info	R&App	Part	David, MJ, Matt, Charlie	PM, Staff, Stakeholders
Performance	daily	EM	Info	App/ Comm	Cons	MJ, David	PM,Staff, Stakeholders
Budget	daily	EM	Info	App/ Comm	Cons	MJ, Charlie	PM, Staff, Stakeholders
Scheduling	daily	EM	Info	App/ Comm	Cons	MJ, Matt	PM, Staff, Stakeholders
Issue Log/RAM	Req	MT/EM	Info	R	Part	Charlie	Proj Staff
Announcements							
Lessons Learned	Once	MT	Part	Part	Part	MJ, Kristin	PM, Staff, Stakeholders

Post Implementation Review	Once	MT	Part	Part	Info	MJ	PM, Staff, Stakeholders

Who	Key
Stakeholders=(includes SLCA sponsors) Application Owner=Project Staff members PM = Project Manager; MJ Project Staff = Kristin, David, Charlie, Matt **Method** EM=Email FC=Formal Communication MT=Meetings/Skype Conf.	R = Responsible for Generating App = Approve Con = Consult Com = Comment Info = Informed N/A = Not Applicable Part = Active Participation Req = As Requested Rev = Review

Communication Plan Matrix:

Project Name: TU1 pedestrian bridge
Project Objective: renovate the pedestrian bridge with new tile
Prepared by: Matt Holtan
Submitted to: Salt Lake City Department Airport (SLCDA)

Project Manager: Michael Johnson
Project Sponsor: SLC Airport
Date prepared: July 14, 2016