

WBS 9.1 Group 4 Communications Plan

Benjamin Srock

Embry-Riddle Aeronautical University Worldwide Campus

Effective Communications for Managing Projects

PMGT 502

Ki-Young Jeong, Ph.D.



Group 4 Communication Plan

Dinglehopper Kitchen Remodel Project

**Authors: Katy Sorrells, Eien Williams, Benjamin Srock, Tamara Skaggs,
Scott Speaks**

Embry-Riddle Aeronautical University
PGMT 502: Effective Communication for Managing Projects
October 2016

Table of Contents

Contents

Table of Contents 3

Project Communication Plan 4

 Communication Plan Scope 4

 Communication Objectives 4

 Communication Medium and Delivery Methods 5

 Flow of Project Information 7

Project Communication Plan

Communication Plan Scope

The purpose of the project communication plan is to ensure the Kitchen Remodel project provides accurate and current information to the identified stakeholders (homeowners) in regards to project status including, but not limited to: cost, progress, and quality checks. The project communication plan should allow for the achievement of synergy with the identified stakeholders and project team—thereby minimizing potential risks, delays, and additional cost; as well as maximizing efficiency.

The project communication plan provides a framework for the manner in which the project manager will communicate to the project team. The communication plan identifies recipients of communications; forums of communication; information to be communicated; and frequency of communication.

Communication Objectives

Effective and transparent communication between the project manager, team, and stakeholders is paramount to the success of the project.

The key communication objections of the projects are:

- Promotion and agreement of the Kitchen Remodel Project design and plan
- Demonstration of current best practices in project management tools and techniques by project team members
- Communication of accurate and transparent data promptly to key stakeholders

Communication Medium and Delivery Methods

Figure 3 identifies communication plan mediums, targeted audiences, key messages, and frequency of all communication forums. The Communications Lead shall be responsible for the coordination and delivery of all communication forums, with support from the project manager and project team if required. Questions or concerns in regards to communication forums should be directed to the Communications Lead and shall be addressed promptly.



Communications Plan

Communication Medium	Key Messages to be Delivered	Frequency	Owner	Audience	Forecasted Start Date	Intent of Communication	Comment
Teleconference	Updates to the Project: Plan, Materials Status, Budget, etc.	Weekly	Scott Speaks	Project Stakeholders, Project Team, Construction/contractor leads/ management		Information Sharing	
Sharepoint Team Site	Project Information: Blueprints, approved designs, project plan, project budget, contact information for team members & contractors, Contracts, etc	Ongoing	Tamara Skaggs	Stakeholders, Project team		Information Sharing/ Document Control	
Email Distribution	Communication on project decisions, ongoing status updates, project documentation/file distribution, etc.	Daily	Tamara Skaggs	Stakeholders, Project Team, Contractors, Construction Managers, Material Suppliers, etc.		Information Sharing/ Documentation Distribution	
Slack	Ongoing project communication—status updates, escalation, general comms.	Ongoing	Project Team	Project Team Members		Information Sharing	

Figure 3: Project Communications Plan: Mediums & Delivery Method

Flow of Project Information

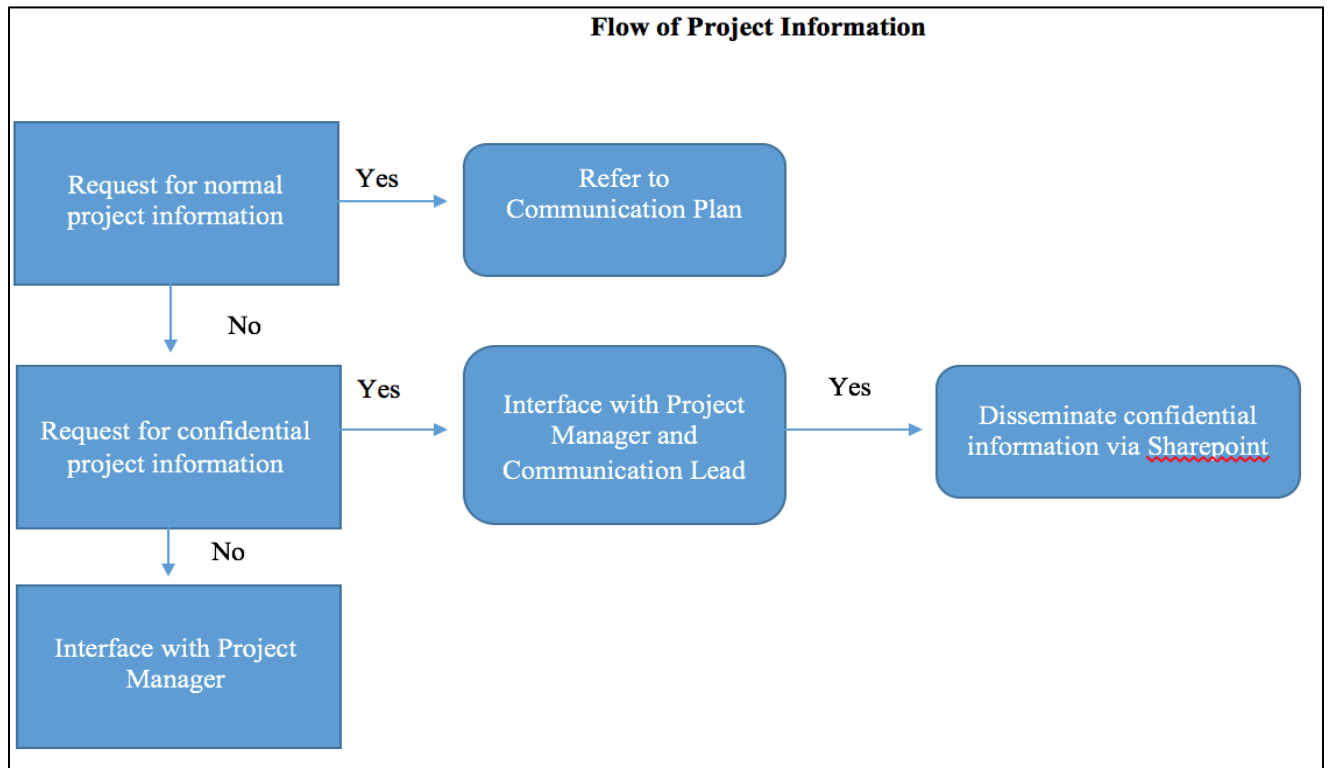


Figure 4: Flow of Project Information

