

VERSION 0.0

05/01/2019

Document theme changed to Slice

Use the Date Picker to insert today's date

Replace the logo with w06_exam_chap_logo

We

Market

You

Replace the text Your Name with CSG. Replace COMPANY NAME with 10110 North Broad Street and COMPANY ADDRESS with Philadelphia, PA 19104

Confidential

PRESENTED BY: **CSG**
10110 NORTH BROAD STREET
PHILADELPHIA, PA 19104

Table added; hyperlinks created to corresponding bookmark

PROJECT COMMUNICATION PLAN

<u>Communication Table</u>	<u>Team Structure</u>	<u>Team Roles</u>	<u>Risks</u>	<u>Change Management</u>
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PROJECT COMMUNICATION DOCUMENTS

Use the Project communication table to identify the communication documents needed for your project, then create and update the documents as needed.

Insert five documents into the master file, making sure the documents match their corresponding headings

PROJECT COMMUNICATION TABLES

Document	Recipients	Responsibilities	Update frequency
Executive status report	Project Team	Project Manager	Weekly
Risk management document	Sponsor, Project Team	Project Manager	Bi-weekly
Issue management document	Sponsor, Project Team	Team Lead	Bi-weekly
Change control document	Sponsor	Business Lead	As-needed
Project schedule	Project Team	Project Manager	Monthly

TEAM STRUCTURE

Identify the key roles of members of your marketing team and the normal patterns of communication between roles. You can create a diagram or table to illustrate communication relationships.

TEAM GOALS

- Complete all end user requirements
- Perform all unit testing, functional testing and regression testing
- Complete all integrations required
- Deliver on time and on budget

TEAM ASSIGNMENTS

CSG project team

Date

Project Communication Plan

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Name of team	Team goals	Team leads	Team roles
Development	Complete all user requirements	Chad Lasko	Sr. Programmer, Jr. Programmer
QA	Complete Testing Plan	Martha Williams	QA Lead, QA Analyst
Integrations	Complete all required integrations	Cy Shin	Integration Lead, Integration Analyst
Project Management	Deliver entire scope on time and on budget	Lisa McCaffrey	Project Manager, Assistant Project Manager

TEAM ROLES AND RESPONSIBILITIES

Identify the responsibilities assigned to each of the team roles.

Project Manager

- Develop a project plan
- Manage deliverables according to the plan
- Recruit project staff
- Lead and manage the project team
- Determine the methodology used on the project
- Establish a project schedule and determine each phase
- Assign tasks to project team members
- Provide regular updates to upper management

Project Team Member

- Contributing to overall project objectives
- Completing individual deliverables
- Providing expertise
- Working with users to establish and meet business needs
- Documenting the process

Project Sponsor

- Make key business decisions for the project
- Approve the project budget
- Ensure availability of resources
- Communicate the project's goals throughout the organization

Executive Sponsor

Date

Project Communication Plan

2

- Carry ultimate responsibility for the project
- Approve all changes to the project scope
- Provide additional funds for scope changes
- Approve project deliverables

Business Analyst

- Assist in defining the project
- Gather requirements from business units or users
- Document technical and business requirements
- Verify that project deliverables meet the requirements
- Test solutions to validate objectives

RISKS AND ISSUES MANAGEMENT

POTENTIAL EXCEPTIONS AND PROBLEMS

- Lack of resources
- Integration failures
- Scope creep

TRACKING RISKS AND ISSUES

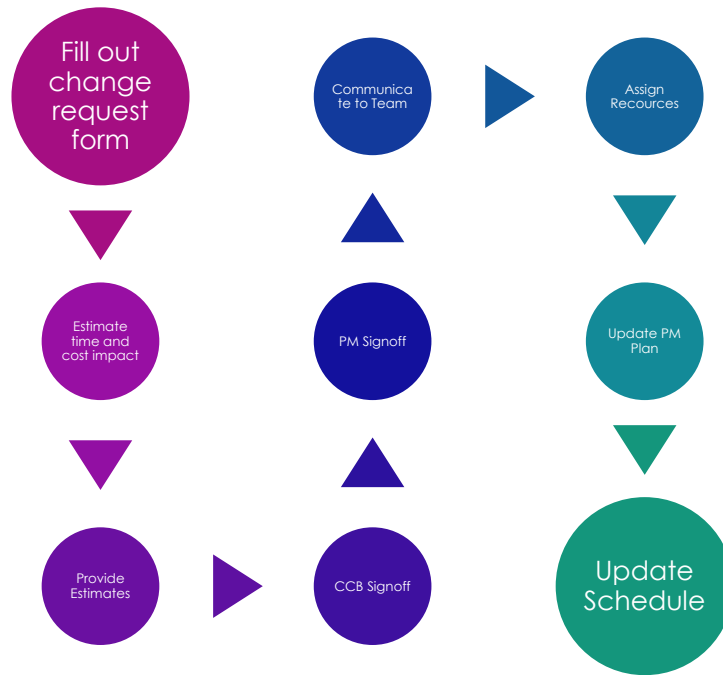
Date recorded	Risk description	Probability	Impact	Mitigation plan
4/16	Lack of Resources	Medium	High	Request additional resources
4/16	Integration failures	Low	High	Test Integrations early allowing time for corrections
4/16	Scope creep	High	Medium	All changes must be approved through Change Management Plan

CHANGE MANAGEMENT PROCESS

CHANGE MANAGEMENT PROCESS STEPS

All changes must be documented using the change request form and routed for approval.

CHANGE MANAGEMENT PROCESS FLOW



CHANGE CONTROL BOARD (CCB)

The change control board will consist of the Executive Sponsor, Project Sponsor, and Project Manager.

Insert the disclaimer_info building block at the bottom of the document

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