
ETHOS Project

Communications Plan

Document History

Version	Date	Author	Summary of Changes
0.1	02-06-2005	Scott Hanley	
0.2	28-09-2005	Scott Hanley	1. Official web site address of ethos.ac.uk now live as at 28/09/2005 & reflected in section 2.

Authorisation

	Name	Title	Signature	Date
Prepared by	Scott Hanley	Project Manager		02-06-2005
Reviewed by	Chris Bailey	Project Executive		10-06-2005
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1 Purpose of Document

- To structure, control and ensure good project communications
- To define all parties with an interest in the project and the means and frequency of communication between them and the project
- This document should be read in conjunction with the Project Organisation document (stored as in 2 below).

2 Storage and Organisation of Information and Documentation

- The Project Manager, assisted by Project Support, is responsible for managing and maintaining the electronic hard copy, storage and version control of relevant documents.
- All files/documents will be kept internally at the lead institution (University of Glasgow) in the hardcopy project file folder in Room 1118w on the 11th floor of the University of Glasgow Library and electronically at Q:\Projects\EthOS.
- All files will be available externally, until otherwise notified, via an Internet file store & share solution (to be confirmed).
- Key project documentation will also be available via the project web site - <http://www.ethos.ac.uk/docs/index.html>.

3 General Communication Responsibilities

- Programme Management will inform the Project Board of the progress of the Programme or projects within the Programme where this may have an influence on the Project.
- The Project Manager will inform the Project Board of project progress, risks and issues, and any forecast deviations in cost and/or time.
- The Project Board will inform Programme Management of Project progress and any deviations to the Project, which may affect delivery of the Programme.
- The Project Board will inform the Project Manager of factors within the Programme or other projects within the Programme, or any other external factors that may affect the Project.
- The Team Leader will inform the Project Manager of Work Package progress and any deviations that may affect the project.
- Team Member will inform the Team Leader of specific Work Package task sand deliverable
- The Project Manager will maintain the Communications Plan.

4 Stakeholders

This section documents the information requirements of all project stakeholders and the Project Manager and Team members. Examples of stakeholders are:

The Project Board, Programme or Portfolio Management, customers and other interested parties.

Stakeholders	Information Requirements	Method and Frequency	Information Provider	Feedback Channel
Programme Management	Project Progress, Project issues, risks and deviations in cost and/or time that may affect the Programme,	<ol style="list-style-type: none">1. Report in July 2005 and at the end of the Project (June 2006).2. Informally by email and telephone	Project Executive/Board Prepared by Project Manager	<ol style="list-style-type: none">1. Informally by email and telephone.2. Formally by meeting
Project Board	Programme progress, Programme projects progress that influence the Project	<ol style="list-style-type: none">1. Meetings2. Informally by email and telephone	Programme Manager	<ol style="list-style-type: none">1. Informally by email and telephone.2. Formally by meeting
Project Board	Project Progress, risks and issues that affect the Project.	<ol style="list-style-type: none">1. Highlight Report document for every board meeting (see below)2. Project Board meeting every quarter (May 20th 2005, October, January 2006, April, June – project end)3. Meeting with Project Executive fortnightly.	Project Manager	<ol style="list-style-type: none">1. Informally by email and telephone.2. Formally by minuted Project Board meeting

		<ol style="list-style-type: none"> 4. Informally by Ad Hoc email. 5. Project Plan 6. Risk Log 7. Issue Log 8. Project Web site 		
Project Board	Forecast Deviations in cost and/or time out with agreed tolerances	<ol style="list-style-type: none"> 1. Exception Report 2. Informally by email 	Project Manager	<ol style="list-style-type: none"> 1. Informally by email and telephone. 2. Formally by minuted Project Board meeting
Project Manager	External factors within or out with the Programme that may influence the Project.	<ol style="list-style-type: none"> 1. Meeting with Project Executive fortnightly 2. Email 	Project Board (executive)	<ol style="list-style-type: none"> 1. Informally by email and telephone. 2. Formally by minuted Project Board meeting
Project Manager	Work package progress, risks and issues that may affect the Project.	<ol style="list-style-type: none"> 1. Checkpoint Report document at the end of each calendar month. 2. WP Leader meeting - May 18th 2005, end of August 2005, 3. Schedule of site visits 4. Informally by Ad Hoc 	Team Leader	<ol style="list-style-type: none"> 1. Informally by email and telephone. 2. Formally by minuted WP Leader meeting

		email 5. WP Team plan		
Team Leaders, Project Manager	What is required to be delivered from their Work Package	Work package document. And Team Plan to be agreed and completed by the Project Manager and the WP Leader	Team Leader, Project Manager	1. Individual WP minuted Leader/PM meetings. 2. Informally by email and telephone.
Team Leaders	Task progress, risks and issues that may affect the Work Package.	1. WP Team meeting at least fortnightly. 2. Emails 3. WP Team plan	Team member	1. Meeting 2. Emails
All	Roles and responsibilities within the project	1. Project Organisation Document – distributed on agreement and completion 2. Project Web Site	Project Manager	1. Informally by email and telephone. 2. Formally by minuted Project Board and WP Leader meetings
All	Products to be delivered, tasks to be achieved, by who, by when and how within the Project.	1. Project Plan – distributed once first draft completed and base-lined, thereafter, as and when requested and at WP Leader and Board meetings. 2. Project Web Site	Project Manager	1. Informally by email and telephone. 2. Formally by minuted Project Board and WP Leader meetings

All	How information is to be communicated through out the Project	<ol style="list-style-type: none"> 1. Project Communications Plan– distributed on agreement and completion 2. Project Web Site 	Project Manager	<ol style="list-style-type: none"> 1. Informally by email and telephone. 2. Formally by minuted Project Board and WP Leader meetings
All	Action points and agreements during meetings	<ol style="list-style-type: none"> 1. Meeting minutes document 2. Project Web Site 	Project Manager	<ol style="list-style-type: none"> 1. Informally by email and telephone. 2. Formally by minuted Project Board and WP Leader meetings
All	Meeting agendas	<ol style="list-style-type: none"> 1. Meeting agenda document 2. Project Web Site 	Project Manager	<ol style="list-style-type: none"> 1. Informally by email and telephone. 2. Formally by minuted Project Board and WP Leader meetings
All	Meeting arrangements, times, etc	By email and telephone.	Project Assurance	<ol style="list-style-type: none"> 1. Informally by email and telephone.