

SAMPLE PROJECT COMMUNICATION PLAN EXAMPLE

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COMMUNICATION PLAN: SOFTWARE DEVELOPMENT TEAM

SUMMARY

This is the communication plan for the Atlanta software development team. It covers our schedule of meetings, where we store our shared documents, and how we communicate at other times.

COMMUNICATION GOALS

- Keep each other informed about the status of tasks (i.e., green, yellow, or red).
- Ask for and offer help where needed.
- Track budget to actual.
- Help groom the product backlog.
- Define information so you can share it with product owners and other stakeholders.

STAKEHOLDER INFORMATION

PERSON	ROLE / TITLE	CONTACT INFORMATION	COMMUNICATION FREQUENCY	FORMAT / CHANNEL	NOTES
Maria Hernández	Team Lead		Daily, weekly, monthly	The team lead facilitates the daily, in-person Scrum meeting, does weekly progress reports using Jira, and sends monthly, high-level timeline/budget/progress updates to the product owner by email.	Go-to for problem solving and questions
Jordan Oaks	Team Member - Programmer		Weekly	The team member/programmer participates in daily and weekly check-in meetings and emails.	Specializes in mobile
Wilbur Reynolds	Team Member - Programmer		Daily	The team member/programmer participates in daily and weekly check-in meetings and emails.	Oversees product backlog
David Runningbear	QA		Daily	QA reports on testing status and bug squashing.	
Sal Fiore	Release Manager		Weekly and as needed	The release manager updates release documentation.	Only person authorized to change release plan
Jennifer Planck	Product Owner		Monthly	The product owner reports team progress to leadership stakeholders monthly.	Not involved in daily Scrum meeting

COMMUNICATION TYPES

TYPE	WHEN / WHERE / PARTICIPANTS
DAILY SCRUM MEETING	We gather in person around the Scrum board for a stand-up meeting of 15 minutes.
SHARE	
<ul style="list-style-type: none">• Each person reports on doing, done, to do.• Problems are flagged.• Ask for help if needed.	

TYPE	WHEN / WHERE / PARTICIPANTS
SLACK CHANNEL	This is open-ended, real-time communication and file sharing.
SHARE	
<ul style="list-style-type: none">• Include the burndown chart.• Include documentation.• Ask questions so everyone can see.	

TYPE	WHEN / WHERE / PARTICIPANTS
SPRINT PLANNING AND RETROSPECTIVE	At the start and end of each two-week sprint, we meet to discuss what will be accomplished or to analyze the successes and failures of the past sprint.
SHARE	
<ul style="list-style-type: none">• Share two days in advance:<ul style="list-style-type: none">○ Agenda for meeting○ Product backlog○ QA report○ Attendees needed for meeting (includes product owner)○ Budget• Meeting format:<ul style="list-style-type: none">○ Agenda review○ Review product backlog○ Questions/discussions○ Next steps review• Email (immediately after meeting):<ul style="list-style-type: none">○ Meeting notes to all attendees○ Sprint goals	

TYPE	WHEN / WHERE / PARTICIPANTS
MONTHLY EMAILS	Maria (team leader) reports to Jennifer (product owner).
SHARE	
<ul style="list-style-type: none">• Progress report vs. plan• Help needed from other departments• Issues• Timeline• Upcoming activities	



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