

Communication Plan

Maintain professionalism in all communications, remember that you are representing your team, MSD, and RIT

General Guidelines:

In contacting external help besides Gary, use an rit email account to make first contact and cc Gary and other relevant team members

When using other forms of communication such as texting or video-chat be sure to inform the team of planned contact(no need to inform the team about communication with Gary unless relevant to the team)

Be sure to document any contacts in the private team edge contact area, and cite any help from external contacts in any relevant work that uses their help.

When talking with Jon about customer requirements or any other relevant customer focused communication be sure to document any relevant information learned into the interview questions documents and maybe into other relevant documents.

When conversing with potential stakeholders be sure to put information into stakeholder document if new stakeholders are found or new information on existing stakeholders is found and update any stakeholder related documents.

Internal Team Communication:

Keep team communication limited to Groupme, email(rit email), google drive, and in person. These are already established forms of communication and any changes must be approved as a team.

Keep all team members in the loop so that there are no surprises, even if there are team members that are on other subsystems or doing things completely unrelated to one another this allows for mitigation of risk and allows all members to stay on the same page.

If there are any issues between team members or team dynamic issues then those must be addressed as a team as soon as possible.