

# TEAM COMMUNICATION PLAN EXAMPLE



## COMMUNICATION PLAN: SOFTWARE DEVELOPMENT TEAM

### SUMMARY

This is the communications 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 of what tasks are in green, yellow, and red status.
- Ask for and offer help where it is needed.
- Track budget to actual.
- Help groom product backlog.
- Define information to share information with product owners and other stakeholders.

### STAKEHOLDER INFORMATION

PERSON	ROLE / TITLE	CONTACT INFORMATION	COMMUNICATION RESPONSIBILITY FREQUENCY	FORMAT / CHANNEL	NOTES
Maria Hernández	Team Lead		Daily, weekly, monthly	Facilitates daily in-person Scrum meeting, Weekly progress reports using Jira, Monthly high-level timeline/budget/progress updates to product owner by email	Go-to for problem solving and questions
Jordan Oaks	Team Member - Programmer		Weekly	Daily and weekly-check in meetings, emails	Specializes in mobile
Wilbur Reynolds	Team Member - Programmer		Daily	Daily and weekly check-in meetings, emails as needed	Oversees product backlog
David Runningbear	QA		Daily	Reports on testing status and bug squashing	
Sal Fiore	Release Manager		Weekly and as needed	Updates release documentation	Only person authorized to change release plan
Jennifer Planck	Product Owner		Monthly	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.
<b>SHARE</b>	
<ul style="list-style-type: none"><li>• Each person reports on doing, done, to do.</li><li>• Problems are flagged</li><li>• Ask for help if needed</li></ul>	

TYPE	WHEN / WHERE / PARTICIPANTS
SLACK CHANNEL	Open-ended real-time communication and file sharing.
<b>SHARE</b>	
<ul style="list-style-type: none"><li>• Burndown chart</li><li>• Documentation</li><li>• Ask questions so everyone can see</li></ul>	

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 analyzes successes and failures of the past sprint.
<b>SHARE</b>	
<ul style="list-style-type: none"><li>• <b>Share two days in advance:</b><ul style="list-style-type: none"><li>○ Agenda for meeting</li><li>○ Product backlog</li><li>○ QA report</li><li>○ Attendees needed for meeting (includes product owner)</li><li>○ Budget</li></ul></li><li>• <b>Meeting format:</b><ul style="list-style-type: none"><li>○ Agenda review</li><li>○ Review product backlog</li><li>○ Questions/Discussions</li><li>○ Next steps review</li></ul></li><li>• <b>Email (immediately after meeting):</b><ul style="list-style-type: none"><li>○ Meeting notes to all attendees</li><li>○ Sprint goals</li></ul></li></ul>	

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

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