

# Project management communications plan assignment

[Business](#), [Management](#)



Creates and supervises the necessary actions in order to complete the tasks.

I Samuel Hurst / Business Owner and Customer I The receiving end of the completed project. Provides insight on his business vision. I Michael Galling / General Contractor I Responsible for all construction and manual labor operations. In charge of 3 construction teams (A, B, C). I Victor Hernandez / Financial Officer I In charge of purchasing orders and maintaining the project and its budget. The financial officer sakes all monetary transactions.

I Jose Garcia/ Demolition Contractor I Tasked to tear down the exterior and interior of the project site. In charge of an excavation team to complete the tasks. I John Zane / Flooring Contractor I Responsible for the installation of new flooring. In partner with the General Contractor and his construction teams. I Jesse Chin / Roofing Contractor I Responsible for the restoration of the project site's roofing, installing new roofing materials. In partner with the General Contractor and his construction teams. I Rob Haiku / Plumbing Contractor I Tasked to all plumbing work in the building.

I Bryan Ditz / Millions Contractor I Responsible for all cabinetry, furnishing and building trims in the project plan. Len partner with the General Contractor and his construction teams. I Nicholas Davis / Electrician I Responsible for all electrical, including the installation of new outlets and the new routing of electrical lines. I c. COMMUNICATION Document Description I Audience I Expected Action I Com. Class I Input Method I Output Method I Frequency I Responsible Resource I Project Status Report I All team members. I Individual Status submitted at the end of each work week.

I Mandatory I Electronic Status Update Form I Combined Status e-mailed every Monday I Weekly per the expected action. I AY 1 Financial Progress Report I All team members I Financial status update per team submitted at the end of each work week. I Mandatory I Electronic Financial Form Update I Combined financial form e-mailed at close of each business week. I Weekly per the expected action I Victor I Construction Progress Report I All team leader positions I Construction progress update per team submitted at the end of each business day I

Mandatory I E-mail direct supervisor with progress update I Combined progress report e-mailed to project manager at the end of each business day. I Daily per the expected action. I Michael I Executive Status Update I Senior Management of all departments I Update project status, escalation of all risk issues I Mandatory I Formal Status Report Template I Executive Summary I Monthly I Michael I Phase Review Signori I All team lead members I Review deliverables for each phase I Mandatory I Phase Review Checklist I Phase Review Report I Four

The architectural company and the construction company representatives, including the construction manager, will hold weekly meetings to discuss any type of changes made at certain phases of the project or any other major event that takes place that may affect the entire project in any way. A member of from the Project Manager's office would take part in these weekly meetings to review any changes or modifications made by both groups for a summary report to be submitted on the desk of the Project Manager for further review and to make any approvals if needed.

During meetings met on a weekly basis, the executive managers for this project to discuss any possible risk preventions and preventative problem solving as weekly updates and reviews have been addressed to all members of the meeting. When a possible risk have been identified, action would be taken immediately for further review and make any kind of changes needed to De-escalate the risk and to make improvements for that particular issue and similar ones as well. These meetings are to prevent any kind of delay in schedule and to overemphasis the budget.

Jones: AY was in charge of entering the contact information for all parties involved with all the Fiasco's Restaurant re-modeling project listing the stakeholders for Part B of the Developmental Tools Management System.

Michael Galling: Michael was in charge of completing the communication table for Part C. His role was to find a correlation between all parties involved with the Fiasco's Restaurant re-modeling project. Victor Hernandez: Victor was place in charge of creating the DMS template; as well as, completing Parts A, D, E & F.