AD643 Project Overview

The objective of this project is to work virtually within your assigned teams and create a Communication Plan for a project. You may select a new project, or if you prefer, you may use a project that one of your teammates created in AD642.

The communication plan should contain, at a minimum:

- A brief description of your project: its goals, start/end dates and major milestones and issues
- A listing of the project’s critical success factors (CSFs)
- A listing of the project team members
- A listing of your team members, and the role each has been assigned
- Summary of communication strategy
- Listing of potential number of communication channels
- Web of relationships/network of stakeholders
- Matrix of communication needs
- Actions and deliverables needed to implement the plan

A sample project can be found on the web at http://www.kanabar.com/ad642/ under Communication.

The project can be structured any way you like, however, there are some core deliverables that should be met:

- The team must “meet” virtually at least twice during the creation of the communication plan. Virtual team meetings may take place in a Vista chat room, on a conference call (can use a service such as http://www.freeconference.com/), or in any other venue you choose which offers equal access for all. You are welcome to create a blog for your team on www.blogger.com if you would like
- Each virtual meeting must be driven by an agenda, and moderated by a team member
- Each virtual meeting must have meeting minutes produced by another team member

Your final project deliverables include the following and must be submitted to your facilitator by the due date on the syllabus. One submission per team is fine.

1. Complete copy of communication plan including all elements listed above (team)
2. Meeting agendas and minutes from each of team meetings (team)
3. Virtual team experience analysis document (individual – found on assignments tab)
4. Virtual team member peer evaluation form (individual – found on assignment tab)
The project will account for 25% of your grade in this class. This grade will be determined by:

- 15% Written communication plan and team documents
- 10% Virtual team analysis document and peer evaluation