|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What (Content & Format)** | **Who** | **Why** | **When** | **Method?(Push, Pull, Interactive)** | **Technology** | **Responsible** |
| Project Management-Student Meetings outside of Class | Sydney  Teresa | To assign tasks, discuss issues, resolve problems and review progress | Weekly | Interactive | In person, Facebook and email | Sydney  Teresa |
| Project Management-Student Meetings inside of Class | Sydney  Teresa  Jason Reed | To review progress with Jason Reed and discuss the resolution to issues | Every other week in class.  Email when necessary | Interactive | In class and email. | Sydney  Teresa |
| Project Sponsor Meetings | Sydney  Teresa  Donnie | To discuss progress and assure that deliverables meet expectations | Monthly | Push and interactive | At Participation  House Office | Sydney  Teresa  Donnie |
| Project Sponsor Communication | Sydney  Teresa  Donnie | To set up meetings | As needed, usually every other week | Push | Email | Sydney  Teresa  Donnie |
| Project Sponsor and Professor Access to Documents | Sydney  Teresa  Donnie  Jason Reed | To review deliverables and documents | Online access | Pull | Microsoft Teams | Sydney  Teresa |

**Communication Plan for Project Management and Participation House**