

„Holiday Out“ Hotel Project – Project Communication Plan
by Ewa Kobayashi, s3917

Team Communication Plan

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1. Aim

Aiding and rationalizing the flow of information between team members and sub-teams responsible for all the parts of the project, thus enhancing work progress, making it simpler and more comprehensive.

2. Scope

1. Briefing
2. Online and electronic communication
3. Mailing lists
4. Concurrent versioning

3. Requirements

3.01.Functional

Functional requirements encompass:

5. Task progress and milestone monitoring.
6. Controlling access to information concerning individual tasks as well as general project information.
7. Concurrent versioning support.
8. Privacy.

3.02.Non-functional

Non-functional requirements encompass:

1. Comprehensibility of information concerning specialized tasks.
2. Comprehensibility and accessibility of information about the project and its progress for the hotel management and other non-team members involved.
3. Low cost of communication maintenance
4. Simplicity and user-friendliness
5. Efficiency

4. Specification

4.01. System Specification

To satisfy all the particular needs of this project, the automation of project communication shall be accomplished through a server, satisfying the following specifications:

- A broadband connection with at least one stable, public IP address.
- A Unix+Apache+MySQL+PHP environment.
- The SVN version control system.
- 1.5 or greater CPU frequency – this computational power should be sufficient, since this server shall only operate connections from team members, our customers and other persons involved in the project.

It would be wise and cost-efficient though to use the already existing network infrastructure of the hotel.

4.02. Functional Specification

The communication server shall provide the team with the following facilities:

- An account system with access privileges for all team members, the hotel management and staff and other persons involved.
- A web-page containing information about the project, completed tasks, issues, features as well as a project management blog.
- CVS repositories.
- A database administration system (phpMyAdmin) for the project manager as well as people responsible for particular tasks.
- Testing grounds for the developers.
- A forum for the staff and a PHP-based messaging system (phpBB should satisfy both)

5. Maintenance

Communication handling should be simple, comprehensible and require least human and financial resources involved in its creation and maintenance. The communication concept suggested satisfies all of these: setting up the communication server or adapting one from the existing infrastructure requires only basic networking and web developing knowledge and some acquaintance with Unix-like systems. Once it is set up the maintenance is limited to updating PHP scripts and handling once-in-a-while errors like hang-ups.

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