PROJECT MANAGEMENT *PRO*

COMMUNICATION PLAN FOR ITERATIVE PROJECTS

CONTENT

- Communication with business/stakeholders

- Project internal meeting structure

- Project planning

- Project tracking

- Business feedback

COMMUNICATION WITH BUSINESS/STAKEHOLDERS

Meeting series	Participants	Facilitator	Frequency	Duration	Schedule
Project owner Jour Fix	[Participants]	Project Owner	bi-weekly	45 min	e.g.: Wed 08.45—09.30
Steering Committee	[Participants]	Project Owner	On demand	On demand	On demand

Reporting

Form: Standard project report
Frequency: per iteration (2 weeks after end of iteration)
Budget status: comes with the iteration report with the figures of the last month
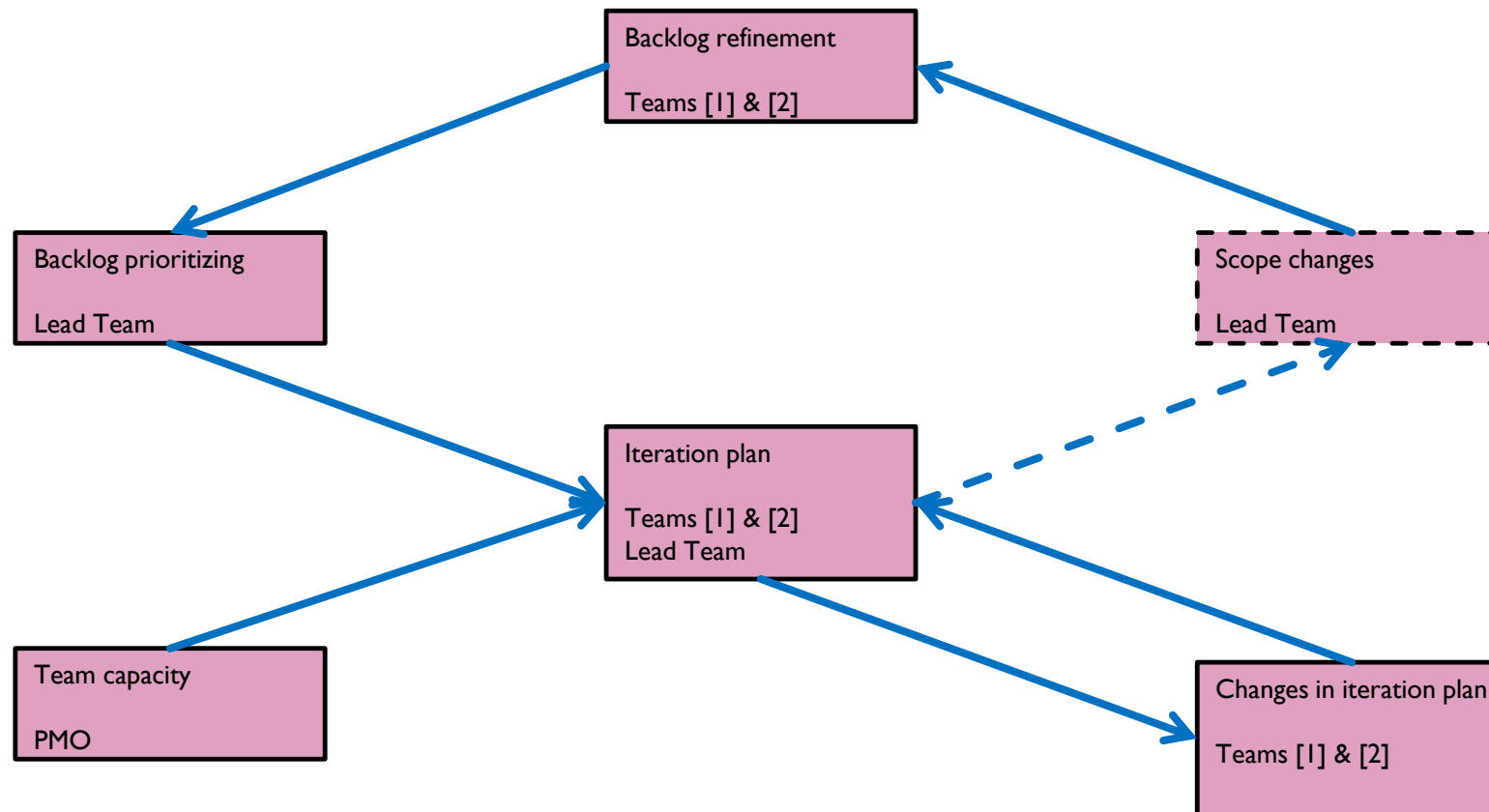Recipients: Steering Committee members, IT management

PROJECT INTERNAL MEETING STRUCTURE

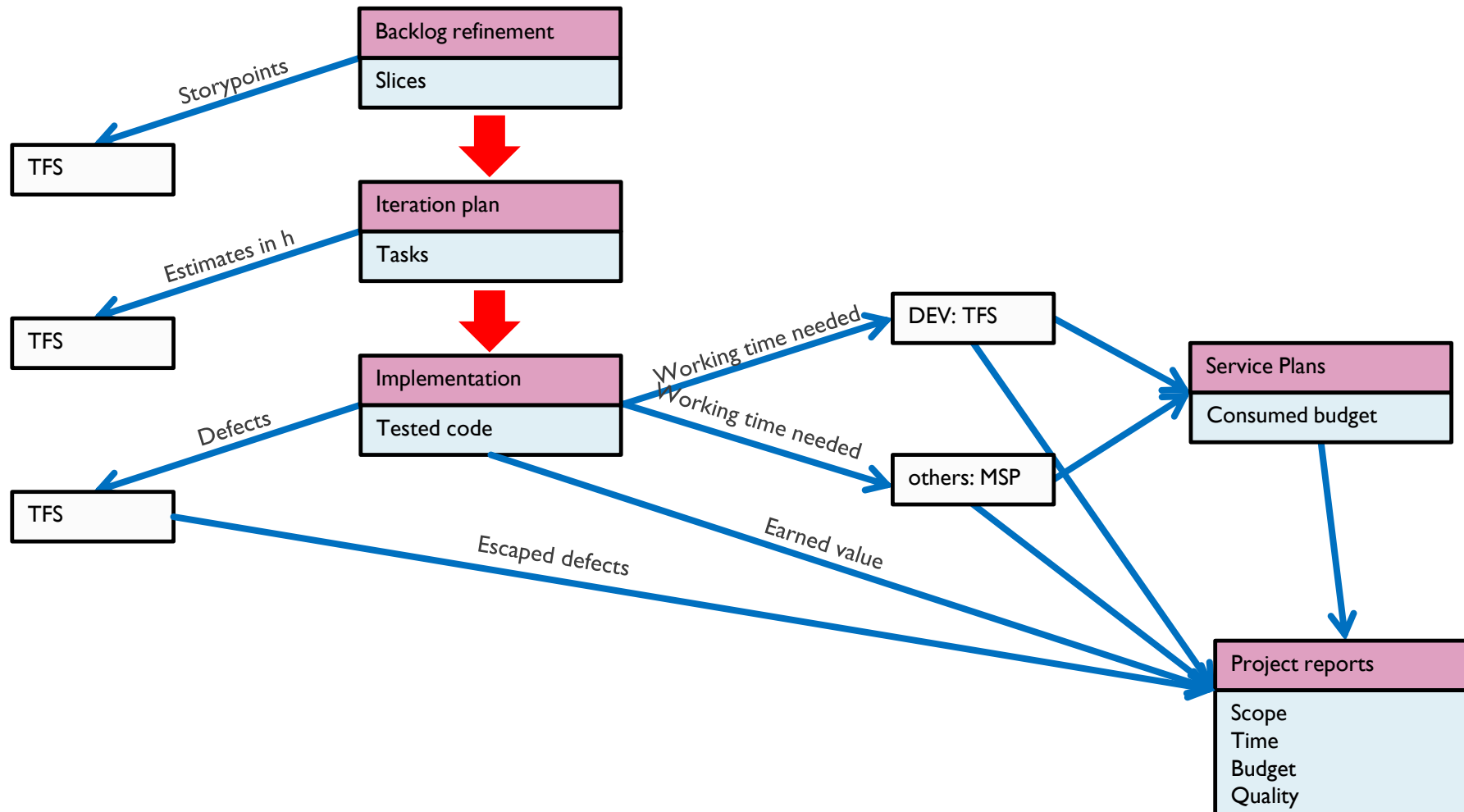| Meeting series	Participants	Facilitator	Frequency	Duration	Schedule (CET)
Standup [TEAM 1]	Team [TEAM 1]	TeamLead	Daily	15 min	09.00—09.15
Standup [TEAM 2]	Team [TEAM 2]	TeamLead	Daily	15 min	10.00—10.15
Standup Lead Team	Lead Team	PM	weekly	30 min	Mon 15.30—16.00
Backlog refinement and decision meeting	Lead Team	PM/ReqL	weekly	2 h	Wed 14.30—16.30
Backlog refinement [TEAM 1]	Team [TEAM 1]	Requirements Engineer [TEAM 1]	weekly	2 h	Tue 14.00—16.00
Backlog refinement [TEAM 2]	Team [TEAM 2]	Requirements Engineer [TEAM 2]	weekly	2 h	Tue 10.00—12.00
Demo session	Team, Stakeholders	PM	Once per it	1 h	Week 3 Thu 13.00—14.00
Achievements, Retrospective	Team [TEAM 1]	TeamLead	Once per it	1 h	Week 3 Thu 14.00—15.00
Achievements, Retrospective	Team [TEAM 2]	TeamLead	Once per it	1 h	Week 3 Thu 14.00—15.00
Achievements, Risks, Retrospective	Lead Team	PM	Once per it	2 h	Week 3 Thu 15.00—17.00
Define iteration's objectives	Lead Team	PM	Once per it	1 h	Week 3 Fri 09.00—10.00
Iteration planning	All Team	PM	Once per it	3 h	Week 3 Fri 10.00—13.00

PROJECT PLANNING

All planning is documented (e.g. Team Foundation Server):
- Use cases, UC flows
- Slices
- Issues
- Iterations
- Tasks
- Capacities

Backlog refinement

Teams [1] & [2]

Backlog prioritizing

Lead Team

Scope changes

Lead Team

Iteration plan

Teams [1] & [2]
Lead Team

Team capacity

PMO

Changes in iteration plan

Teams [1] & [2]

PROJECT TRACKING

BUSINESS FEEDBACK

Implementation:
When business is involved in the implementation and testing of slices, they will give their feedback to the requirements engineer in the development team. They may approve a slice right away after testing.

Demo session:
At the end of every iteration the results are demonstrated to the team and to the business representatives. If there are no obstacles in the solution of a slice, this is the latest point in time to be approved by business.

User acceptance test (UAT):
Before going live there will be a user acceptance test to give business the chance to test the complete release from their point of view. The successful UAT is a precondition for the business sign off.