

Information and Communication Management

Information and Communication Processes

Project	25 may Flower St Mount Sheridan				
Project Manager	Anthony MacSweeney				
Date	20/8/2019				
Communication	Method	Frequency	Goal	Owner	Recipients
Project Status Meeting Minutes	Email	Weekly	Minute all discussions in the Project meeting within 24 hours.	PM	PM, Client
Scope Change	Email	As required	Accurate documentation of proposed change ASAP	PM	PM, Client
Programme updates	Meeting	Weekly	Discuss current progress, deliverables, contractors	PM	PM, Contractors
Tool Box	Meeting	Daily	Each team member and contractor have an understanding of the tasks for that day	PM	Team members Contractors
Lessons Learnt	Meeting	Projects end	Open discussion on what worked and what didn't through the project life cycle.	PM	Team members
Verbal/Non verbal	Email	As required	All communication between Client , contractors needs to be documented for any approvals and future reference.	PM	Pm, Client , Contractor

The above table enforces the bullet points detailed in the Project Authorisation.

Finalise Project.

Once the project has reached completion the following processes will need to be finalised.

1. All works have been completed and contract payments along with material supplied have been paid in full. Any disputes if any need to be resolved.
2. All inspections, commissioning, warranty documents etc need to be compiled into a formal hand over document for the end users.
3. Lessons learnt are discussed with project team, documented and utilised in future projects.
4. Once all project documentation and information is finalised all records are to be archived for future reference.