

Communications Plan

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IDT 4150: Project Management and Stakeholder Communication

Professor Emily May

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Communication Plan: TESOL Canvas LMS Interactive Online Course

Summary: Development of a TESOL (Teaching English to Speakers of Other Languages) website using Canvas LMS. This communications plan was developed using the website "*Project communication plan examples, template, & how to*" by Natalie Semczuk at the Digital Project Manager.com website, for which I am a professional member.

Communication Goals:

- Keep stakeholders informed of the project timeline, budget, and project needs.
 - Provide clear insight into any decisions needed or roadblocks.
 - Provide structured opportunities for feedback from stakeholders.
 - Give stakeholders the needed information to gain acceptance of the project.
- (The Digital Project Manager and Semczuk 2022)

Type of project (size and scope):

The main task of this project is to develop a TESOL interactive online course. The project has no budget, so the instructional designer will develop the entire five-module course using open educational resources and the Canvas LMS from the hosting institution. This project will be developed over seven weeks and include a lead course developer, subject matter expert, project manager, and instructional design and technology program director (Fulgencio 2017).

Project stakeholders:

Rick Goldsmith
Lead Course Developer and Instructional Designer
Daily
Weekly check-in meetings, daily emails as needed.

Dr. Tom Hancock
Subject Matter Expert
Daily
Weekly check-in meetings, daily emails as needed.

Emily May
Project Manager
Weekly
Weekly check-in meetings, emails (CC)
Final approval on milestones, strategic direction if needed.

Dr. LaMetrius Daniels
Director of Instructional Design and Technology Program
Major Milestones
High-level timeline/budget/progress update via email
Prefers to see final approved files only.

Frequency and type of communication to be shared:

Daily, weekly, and major milestones

Daily check-ins:

A daily check-in with the subject matter expert to discuss TESOL course digital artifacts, curriculum, and instruction elements using the Canvas BigBlue Button tool for virtual meetings.

Share:

- Timeline specifics.
 - Collaborate on digital artifacts.
 - Collaborate on digital curriculum.
 - Collaborate on digital instructional strategies.
 - Links to anything to review.
 - Next steps list.
- (The Digital Project Manager and Semczuk 2022)

Weekly check-ins:

Weekly emails with Project Manager and Course Developer to go over progress, address questions and share any related work as it is completed.

Share:

- Timeline & budget flags.
 - What has been completed.
 - What is in progress.
 - Any deliverables needing approval.
 - Questions about deliverables.
- (The Digital Project Manager and Semczuk 2022)

Weekly email reports:

Weekly emails are sent Mondays to relay project timelines, budgets, and milestone particulars.

Share:

- Budget burn.
 - Timeline specifics.
 - Links to deliverables approved.
 - Links to edited deliverables.
 - Links to anything to review.
 - Next steps list.
 - Waiting on list.
- (The Digital Project Manager and Semczuk 2022)

Major milestone virtual meetings:

Virtual meetings are set up to present and deliver major milestone deliverables using the Canvas BigBlue Button tool for virtual meetings.

Share (3-4 days in advance):

- Agenda for the meeting
- Attendees needed for the meeting
- Links or summary of deliverable(s) being presented

Meeting format:

- Agenda review
- Deliverable presentation by the course developer
- Questions/Discussions
- Next steps review

Canvas Email (immediately after the meeting):

- Meeting notes to all attendees
- Next steps and waiting on lists
- Links to approved or shared deliverables for additional review

After deliverables are approved:

- Send an email with links to all stakeholders on the project
(The Digital Project Manager and Semczuk 2022)

Daily emails:

As needed with Rick on the stakeholder team:

- Assistance getting information from subject matter expert(s)
- Assets needed
- Minor, non-deliverable approvals (license purchases)
- Questions about project-specific items
- Review of deliverables or decisions prior to sending them to higher-level stakeholders
(The Digital Project Manager and Semczuk 2022)

Preferred communication channel:

- Canvas email
- Canvas BigBlue Button for virtual meetings
- Trello within Canvas LMS for the project timeline specifics

How will you manage the plan:

My first step is to share the plan with my team to inform them of my communication rhythm. This plan will lay out tasks and delivery dates. Also, it will furnish more context around how I will disseminate information, when, and to whom. Lastly, sharing this information with my team will help us to collaborate and facilitate the implementation of the communication plan.

My next step is to ensure my team comprehends and understands my communication plan so all stakeholders get uniform, significant, and accurate information throughout the project. Also, I will reserve any essential project meetings as soon as my plan is accepted and in place. Then, I will add reminders to the team Trello calendar for regular check-ins and project emails so all team members can accurately track the important items described in my plan.

(The Digital Project Manager and Semczuk 2022)

References

- The Digital Project Manager, and Natalie Semczuk. 2022. "Project Communication Plan Examples, Template, & How To." *The Digital Project Manager*. November 21. <https://thedigitalprojectmanager.com/projects/communication/how-write-project-communication-plan/#example>.
- Fulgencio, Jose L. 2017. "Communication in Instructional Design." *International Journal of Designs for Learning* 8 (2). doi:10.14434/ijdl.v8i2.22798.