

Communications Management Plan

Retrieval-Augmented Generation (RAG) Application

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Date

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Introduction

The purpose of the Communications Management Plan is to define the communication requirements for the Retrieval-Augmented Generation (RAG) Application project and how information will be distributed. This plan ensures effective project communication across all stakeholders, documenting roles, responsibilities, and communication methods.

Communications Management Approach

The Project Manager will take a proactive role in managing project communications, ensuring transparency, stakeholder alignment, and timely information sharing. The communications plan will be updated as needed, following the project's change management process.

Communications Management Constraints

All communications will adhere to the project's budget, schedule, and security constraints. Confidential information will require executive approval before distribution. Communication activities will align with the project schedule to avoid delays or cost overruns.

Stakeholder Communication Requirements

Stakeholders will receive communication tailored to their roles. Formal updates will be shared through scheduled meetings, email reports, and dashboards. Individual stakeholder preferences for communication channels will be documented in the Stakeholder Register.

Roles

- Key communication roles include:
- Project Sponsor: Executive responsible for funding and oversight.
 - Project Manager: Oversees execution and communication flow.
 - Technical Lead: Handles technology-related updates.
 - Project Team: Ensures timely reporting and participation in meetings.
 - Stakeholders: Engaged parties who receive periodic project updates.

Project Team Directory

Role	Name	Title	Email	Phone
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Communication Methods and Technologies

- Project communications will be conducted using:
- Email for formal status updates and document sharing.
 - Slack for real-time discussions and collaboration.
 - Jira for tracking tasks and progress.
 - Zoom/Teams for virtual meetings.
 - SharePoint for document storage and version control.

Communications Matrix

Communication Type	Objective	Medium	Frequency	Audience	Owner
Kickoff Meeting	Introduce project and stakeholders	Face-to-Face/Virtual	Once	All Stakeholders	Project Manager
Weekly Status Report	Provide progress updates	Email	Weekly	Project Team, Sponsor	Project Manager
Technical Design Review	Discuss system architecture	Meeting	Bi-Weekly	Technical Team	Technical Lead
Project Steering Meeting	Strategic decision-making	Virtual Meeting	Monthly	Steering Committee	Project Sponsor

Communication Flowchart

A flowchart outlining communication pathways will be developed and included in the final document.

Guidelines for Meetings

Meetings will follow these guidelines:

- Agendas must be shared at least 24 hours in advance.
- Meeting minutes will be distributed within 48 hours post-meeting.
- Action items will be assigned with deadlines and tracked.
- A designated timekeeper will ensure meetings stay on schedule.

Communication Standards

All formal project communications will follow organizational templates and documentation standards. Version control will be maintained for all project documents.

Communication Escalation Process

Priority Level	Escalation Authority	Resolution Timeframe
Critical	VP or Higher	Within 4 hours
High	Project Sponsor	Within 1 business day
Medium	Project Manager	Within 2 business days
Low	Project Team	Tracked via Change Control Process

Glossary of Communication Terminology

Term	Definition
Communication	The process of exchanging information effectively.
Stakeholder	Anyone impacted by the project or involved in decision-making.
Escalation	The process of resolving project issues by elevating concerns to higher authority.
Meeting Minutes	A documented summary of discussions and action items from meetings.
Status Report	A formal document outlining project progress, risks, and next steps.

Sponsor Acceptance

Approved by the Project Sponsor:

Date: _____

Corbin Imgrund

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