

Redefining the Use of Augmented Reality

Communication Plan

Version 2.0
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0.0 Version History

VERSION 1.0

Version 1.0 is the original version of the Communication plan. This version of the document was created as part of the LuminAR Project Proposal Version 1.0.

VERSION 2.0

Version 2.0 was created to accomodate for Semester 2. Section 3.0 has been changed to reflect the new semester timetables (availability schedules). Section 2.0 includes a note where Alexis has offered an allocated weekly time for meetings when needed.

Section	Overview of Changes	Date
Title Page	Change info here	06/08/15
0.0	Version History section added.	06/08/15
2.0	Note added about Alexis's availability.	06/08/15
3.0	Updated availability timetable.	06/08/15

Disclaimer: The communication plan below is indicative only and may not encompass entirely all communication protocols. It is expected that the communication means are likely to change throughout the duration of the project.

Below is the group communication plan, as of 22 July 2015:

1.0 Internal Communication

Purpose	Parties Involved	Frequency	Communication Method	Initiator
Discussion of research and analysis	Group Members	Weekly	Organised meeting, Skype or Facebook Group.	Group Members
Progress Update of Given Tasks	Group Members	Weekly	Organised meeting, Skype or Facebook Group.	Group Members
General Discussion	Group Members	When Required	Facebook Group, Email, Skype or SMS.	Group Members
Update of project progress	Group Members & Supervisor	Weekly	Organised meeting at AUT or Facebook (last resort)	Team Leader
Personal Issues	Group Members & Supervisor, Other AUT staff	When Issues Arise	Email, Calls, or Organised Meetings	Group Members
Mid Project Review Presentation	Group Members & Supervisor, Anne Philpott	One-off	Email, Calls, Organised Presentation	Team Leader, Supervisor, Anne Philpott
Project Closure Presentation	Group Members & Supervisor, Anne Philpott	One-off	Email, Calls, Organised Presentation	Team Leader, Supervisor, Anne Philpott
General Queries/ Discussion	Group Members & Anne Philpott	When Required	Email, Calls, or Organised Meetings	Group Members or Supervisor

2.0 External Communication

Purpose	Parties Involved	Frequency	Communication Method	Initiator
Supervised meeting to discuss project progress.	Group Members & Supervisor, Luminary	Fortnightly (Temporary)	Organised meeting at AUT or Luminary's offices.	Team Leader or Supervisor
Unsupervised meeting to discuss project progress.	Group Members & Luminary	Fortnightly (Future meetings)	Organised meeting at AUT or Luminary's offices.	Team Leader
General Discussion	Group Members & Luminary	When Required	Email, SMS, Calls or Organised meetings.	Group Members
Change Requests	Group Members & Luminary	When Required	Email, SMS, Calls or Organised meetings.	Luminary
Training or Collaborative Working	Group Members & Luminary	When Required	Organised meeting at Luminary's Office, Email, Calls.	Luminary or Group Members

Note: Alexis Rabadan (Lead Developer) is available every Thursday at 11am for unscheduled meetings.

3.0 Availability Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9am	Less Preferable Time	Not Available	Not Available	Not Available	Preferable Time
10am	Not Available	Not Available	Not Available	Not Available	Preferable Time
11am	Not Available	Not Available	Not Available	Preferable Time	Preferable Time
12pm	Not Available	Not Available	Not Available	Preferable Time	Preferable Time
1pm	Not Available	Not Available	Not Available	Preferable Time	Preferable Time
2pm	Not Available	Not Available	Not Available	Not Available	Not Available
3pm	Not Available	Not Available	Not Available	Not Available	Not Available
4pm	Not Available	Not Available	Not Available	Not Available	Not Available
5pm	Less Preferable Time	Not Available	Less Preferable Time	Not Available	Preferable Time
6pm	Not Available	Not Available	Less Preferable Time	Not Available	Preferable Time

Preferable Time

Less Preferable Time

Not Available