

Student Task Management System Communication Plan

Type of communication	frequency	sender/owner	Key dates	Delivery method	Goal	Resource link	NOTES
System access/onboarding guide	one time(upon rollout)	project manager/Admin	Onsystem launch day	Email/in-system Notification	Ensure successful and efficient first-time user Experience	[Link to user manual][Link to FAQ]	Highlight key features:task creation ,progress tracking
usage tips and features reminders	Weekly/Biweekly	system support team	Every Monday/1stand 15th of month	In-system notification	Encourage consistnt use and highlights underlulized featur	N/A	keep communications breidf and focused on specifics benefits
project status updates	Bi-Weekly	project manager/Admin	Every second Friday	Email(formal report)	inform stakeholders of progress,milestones achieved	[link to project dashboard]	focus on project scope,timeline
Training session	One-time	Core team:training manager	Before pilot program starts	Inperson/video conference	train teachers on how the system can aid in assignment management management	[link to training video]	focus on administrator/oversight features
Technical system handover	One-time	core Team:Developer lead	2weeks before launch	In-person meeting/Documentation	ensure the support team has all necessary document documents for maintaince	[link to technical documents]	schedule time for Q/A
Feedback/Review meeting	Mothly	Project manager/Team leader	Last Tuesday of the month	Video conference	gather required sign-offs ,discuss keydecesion,and review the overall	[link to meeting agenda]	prepare specific question regarding scope creep
Daily standup	Daily	Technical support team	everyday at 9:30 AM	Inperson video call	coordinates daily tasks ,resolve blocker and maintain alignment	[link to agile board]	keep stict 15 min time limit
system maintainence	As-needed	manager	everyday at 9:30 AM	email	inform users of planned system downtime or updates	N/A	clearly state the expected downtime duration