

# **GEMMA**

**Gemini in the Era of Multi-Messenger Astronomy**

# **Program**

# **Internal Communication Plan**

**May 24, 2019**

C-GPM-001

## Introduction

This document describes how the status of the GEMMA program will be communicated across the Observatory. In addition to high level objectives, this plan includes types of communication, method of communication, frequency of communication, who owns distribution, and who will receive what communication.

## Objectives

Communicate information, to the team and stakeholders enabling the program team to make correct decisions, in a timely manner, to benefit of the program.

## Communication Matrix

Written Communication						
Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable	Owner
Status Report	Summary of program status	Monthly	Email, stored in Google team drive folder and on PMKB Team Site	Program Sponsor, Project Managers / accessible to all staff via PMKB and email exploder subscription	Status Report	Program Manager
Change Request	Submission, acceptance or rejection of changes in scope	As Appropriate	Change Request Form	GEMMA Executive Committee	Form	Program Manager
Issues log	Identified Open Issues	Ongoing	Standard Format	GEMMA Executive Committee Project Managers, and others as needed	Log	Program Manager
Decision Tracker	Identification and tracking mechanism for decisions	Ongoing	Standard Format	GEMMA Executive Committee, Project Managers, and others as needed	Log and other documentation as needed	Program Manager
Program Dashboard	Program dashboard	Ongoing	Website	Available to Gemini-all	Gemini Internal Webpage	Admin support
Action Items	GEC tasks to complete the	Ongoing	Task list form	GEC	List of Action Items	Admin support

	work detailed in the program schedule if applicable					
Real-time Communication						
Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable	Owner
GEC	Meeting to review program's status, schedule, risks, issues.	Monthly	In Person/ Zoom	GEC members and SMI when needed	Minutes	Program Manager
GEC Escalations	Updates during GEC meetings	When meetings are called	In Person/ Zoom	GEC	Minutes	Program Manager
GNAO Quarterly Review	Quarterly review meeting	Every 3 months	In Person/ Zoom	Program Team, Project Managers, and GEC	Review documents	Project Manager
Other Communication Methods						
Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable	Owner
Gemini staff updates	Progress / Delivery / Program News	Monthly All-Hands meetings,, lunch and learns, Gemini all email, etc.	Presentation, discussion	Gemini-all	Information	Program Manager
Gemini Dev Blog	Program news	As Appropriate	Post	Gemini-all	Blog post	Program Manager or Sponsor