

Communication Plan for RUBRIC Project Manager (DRAFT)

Stakeholder	Communication Purpose	Method	Frequency
University Librarian (Business owner)	<ul style="list-style-type: none"> Project Planning, project scope, and deliverables, resourcing Progress and status Software selection Guidance and advice Signoff on decision making for University of Newcastle 	Face to face meeting	Weekly
RUBRIC Business and Communications Co-ordinator	<ul style="list-style-type: none"> Project updates and planning Project administration 	RUBRIC Central and Project Managers Teleconference	Weekly
		FOSTER Day	Bi-Monthly/irregular
RUBRIC Project Manager	<ul style="list-style-type: none"> TBD (on maternity leave until mid 2006) 	NYD	NYD
Rubric Technology Manager	<ul style="list-style-type: none"> Technical and Systems requirements, specifications and advice Technical recommendations Consultation on set-up and configuration of systems Harvesting Installation and configuration of local hardware and software for IR 	RUBRIC Central and Project Managers Teleconference	Weekly
		FOSTER Day	Bi-monthly/irregular
		Site visit	As relevant

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RUBRIC Project Managers (various institution)	<ul style="list-style-type: none"> • Project documents • Project planning and implementation • Needs analysis • Software evaluations • Populating the repository • Publicity/Marketing • Institutional business and cultural issues • Services and Support 	RUBRIC Central and Project Managers Teleconference FOSTER Day SharePoint, TRAC, wiki, del-icious	Weekly Bi-monthly/irregular Regularly, as required
Project Management Office (Uni. Newcastle)	<ul style="list-style-type: none"> • Status Reporting • Project Schedule • Issues log • Resources 	Project documentation Written Reports Project Portfolio Meetings	Project Initiation Fortnightly Status Reports Weekly meetings
Academic Staff and Higher Degree Research Students (potential repository users)	<ul style="list-style-type: none"> • Create awareness • Needs analysis • Populating the IR • Services and support required 	Presentations and Discussions Online Survey RUBRIC website Newsletter/updates Information Sessions Focus Groups Flyer/Brochure FAQS	As relevant One off Ongoing Bi-monthly As required As required Developed and updated as necessary Ongoing

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Library Management Team	<ul style="list-style-type: none"> Progress reports Consultation on issues that impact on the Library Seek feedback on business and cultural issues 	Face to Face meeting Written Report	Fortnightly Fortnightly
Project Advisory Group	<ul style="list-style-type: none"> NYD 	NYD	NYD
Library Staff	<ul style="list-style-type: none"> Disseminate Information about the Project Progress reports 	Presentations and Information Sessions	As required
Research Services and Research Staff	<ul style="list-style-type: none"> Create awareness Disseminating Information about the Project Identifying Needs and support opportunities Populating the IR Services and support required 	Email and telephone (disseminating information) Meetings	Regularly As required
Global Research Community	<ul style="list-style-type: none"> Disseminating Information about the project 	RUBRIC Website University of Newcastle Website	Ongoing Ongoing

20th March2006