

Communication Practice @ RadixWeb

Since the project is offshore development activity, the project commands the best in communication and any lacking in the communication results in detrimental implications on the project, client and Radix relations, image and reputation of Radix.

Based on the lessons learnt in the past, it is a primary objective for Radix to have a well established channel and setup for communications.

The project communication will be based on the systems that have proven effective in the past projects.

The project communication plan include the below mentioned approach.

Reporting mechanism – Internal

At Radix the hierarchy system is evolved in such a fashion that there are daily reports being generated by the team members to their immediate team heads.

It is also a primary responsibility for team leaders to keep track and reporting status available for anytime update to the management.

For the project, since the team is composite of a project manager, and two developers, the internal communication will remain internal and the project support coordinator and or project manger will be kept updated for all developments.

Record of communication will be through emails alone. No further document of internal communication will be generated.

Reporting mechanism – External

The external communication mechanism involves the project manager, project support coordinator and the team from the client end.

All communication will be based in electronic mailing and calling and messaging based as explained in the below mentioned tools.

Weekly or periodic based reporting whose duration is as agreed between the project manager/operations head and the client will be executed during the project phase. All communication will be recorded for later reference and record purpose

Reporting mechanism – Tools

Emails, Skype, MSN, Yahoo, etc... based instant messenger (Chat) systems, Project Management application (www.aceprojects.com)

If in case aceproject management tool is being used, both the internal and external communication will be managed through the same.