



CMS Project Team — Reference Guide

Title: Communication Matrix
System(s) Impacted: Policies

High Level Description	
Description	Communication Matrix
System(s) Impacted	Policies
Document Type	Reference Guide
File Reference	Psshr://Cms/Training, Doc & Support/~Administrative Documentation/RG_Communication_Matrix.doc

Revision Control			
Date	By	Action	Pages
03/07/2000		Document created	2
02/29/2008	Adam Everett	Document converted to accessible template	3

Category	<i>Internal to the SJSU CMS Project</i>			
Type	In-person Meetings: <ul style="list-style-type: none"> Project Management Team Steering committee Implementation teams Advisory committees 	Project Plan	Status Reports	Meeting Minutes
Purpose/Description	Discussion: <ul style="list-style-type: none"> Strategy, planning Roll-out strategy, campus modifications, communicate to divisions Functional decisions, project plan steps Functional input 	A detailed description of the tasks that must be completed during the project in priority order. The plan identifies responsible resources for tasks and provides for a measurement of progress.	Prepared by each SJSU CMS implementation team to provide a current status of project tasks and identify issues that would prevent progress as planned.	Document meeting discussions, decisions and action items for project team meetings.
Target Audience/Participants	See governance structure for team and committee membership lists	All SJSU CMS team and committee members	All SJSU CMS team and committee members	All SJSU CMS team and committee members
Distribution Channel		SJSU CMS web page; e-mail as needed	SJSU CMS web page; e-mail as needed	SJSU CMS web page; e-mail as needed
Frequency	<ul style="list-style-type: none"> Once a week Not less than once a month As scheduled in plan As needed 	As updated	Mondays - noon	Weekly
Responsibility	<ul style="list-style-type: none"> Project Director & Project Manager Project Director Project Manager Project Manager 	Project Manager	Implementation Team leads	Implementation Team leads

Category	<i>External to the SJSU CMS Project; Internal to SJSU</i>		<i>External to SJSU</i>	
Type	CMS Presentations and Demonstrations	SJSU Announcements/ Reports	SJSU Communication with CO CMS	CO CMS Functional Teams
Purpose/Description	Disseminate project information and solicit questions and general feedback in a face to face format. May include product demonstrations.	Dissemination of project information, status and policy changes.	Relay campus votes; updates on SJSU implementation status, concerns raised by SJSU constituencies, responses to CO CMS inquiries for information	Discuss prototyping, functional issues, vote on baseline
Target Audience	Entire SJSU community	Entire SJSU community	CO CMS project management, SJSU project management	CO CMS functional teams SJSU CMS functional teams
Distribution Channel	In-person meetings	Existing SJSU publications	Teleconference E-mail	Teleconference In-person meetings E-mail
Frequency	As needed	As needed	As needed	Weekly
Responsibility	Project Director., Project Manager, implementation team leads	Project Director, Project Manager	Project Director, Project Manager	Project Director Project Manager SJSU functional team leads