

Rational Tool Implementation Support Team Communication Plan

VEHICLE	PURPOSE	AUDIENCE	DEVELOPER	COMMUNICATION SENDER/OWNER	FREQUENCY	DELIVERED
Rational Tool Implementation Support Team Kick-off E-mail	<ul style="list-style-type: none"> - Describe services of team - Highlight benefits of using Rational Tools - Provide contacts for questions - Explain "deployment" plan for Rational Tools 	Modernization Partner and SFA CIO	To 51 Team member	J. Ronald Langkamp and Connie Davis	One-time	Prior to Rational Tool Implementation Support Team activities
Modernization Brown Bags	<ul style="list-style-type: none"> - Gain understanding of Rational Tools - Highlight benefits of using Rational Tools - Display capabilities of Rational Tools - Describe costs/training associated with using Rational Tools for an IT Project - Answer questions and address concerns 	Current and New Modernization Task Order Managers	To 51 Team member	TO 51 Team Member	On-going	As Needed
TechSeries Brown Bags in conjunction with CareerZone	<ul style="list-style-type: none"> - Provide information on Rational Tools - Raise awareness - Provide information on training - Explain benefits of Rational Tools to SFA 	SFA-wide	TO 51 Team Member	SFA CIO	On-going	As Needed
Modernization Task Order Manager One-on-Ones	<ul style="list-style-type: none"> - Raise level of awareness and gain understanding - Highlight benefits of Rational Tool(s) - Describe costs and training associated with using Rational Tools for an IT Project - Answer questions and address concerns 	Project Managers with potential needs for Rational Tool usage	TO 51 Team Member	TO 51 Team Member	On-going	When possible, prior to conclusion of project Task Order or budgeting process in order to budget for Rational
SFA Rational Suite Overview Packet	<ul style="list-style-type: none"> - Raise Project Managers understanding of benefits for using Rational Tools for SFA projects - Explain the process for obtaining and installing Rational Tools - Explain staffing needs for developing and maintaining project information using Rational Tools 	Current and New Task Order Managers	TO 51 Team Member	TO 51 Team Member	On-going	When possible, prior to conclusion of project Task Order or budgeting process in order to budget for Rational

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SFA CIO Homepage	<ul style="list-style-type: none"> - Raise awareness - Celebrate success - Explain benefits of Rational Tools - Provide information on Rational Tools - Provide information on training - Provide list of contacts 	SFA-wide	TO 51 Team Member (Upkeep by CIO web content developer)	Rational Tool Implementation Support Team (CIO Homepage)	On-going	As Needed
Modernization Newsletter	<ul style="list-style-type: none"> - Raise awareness - Communicate success - Provide information on Rational Tools - Provide information on Rational Training 	Modernization Partner	TO 51 Team Member	TO 51 Team Member	On-going	Monthly
CIO IT Top Stories	<ul style="list-style-type: none"> - Highlight Rational Effort - Share Project Success Stories - Raise Awareness 	SFA Senior Leadership (Executive Audience)	TO 51 Team member	Harry Feely	One-time	Deliver to Harry Feely on Monday prior to Wednesday inclusion at Senior Leadership Meeting
Solution Life Cycle	<ul style="list-style-type: none"> - Provide information on Rational Tools - Provide standards for Rational Tool usage 	Modernization Partner and SFA-wide	TO 51 Team Member	Solution Life Cycle Update Team	One-time	One-time upon completion