



# CoE Communication Plan

Internal & External Templates

# CoE Internal Communication Plan

Communication Type	Frequency	Style	Individuals Involved	Owner
<b>CoE Weekly Governance Meeting</b>	Weekly	Standup	CoE Members, Project Leads	CoE Lead
<b>Meeting Minutes</b>	24 hours after meeting	Email	CoE Members, Project Leads	CoE Lead
<b>Health Check Review Meetings</b>	Monthly	In person	CoE Lead, Project Leads, Product Line Manager (as needed)	CoE Lead
<b>Maintenance &amp; Upgrade Notifications</b>	As Needed/Scheduled	Email	Project Teams	Sr. Architect
<b>Hackathons</b>	Every 6 months	In person or virtual	Relevant Team Members	Team Leads
<b>Guild/CoP Meetings</b>	Bi weekly	Email and in person	Guilds and Community of Practice Members	Guild Chairs
<b>New Enterprise Shared Components</b>	As Developed	Email	All Development Teams	Project Leads

# CoE External Communication Plan

Communication Type	Frequency	Style	Individuals Involved	Owner
<b>End User Feedback Survey</b>	5 business days after major changes	Survey Tool	Application end users and core stakeholders	CoE PM
<b>Upcoming Application Downtime Alert</b>	3 weeks prior to outage; 1 week reminder prior to outage	Email (automated)	Application end users and core stakeholders	CoE PM
<b>Emergency Change Completion</b>	Immediately following restoration of capability or system	Email (automated)	Application end users and core stakeholders	CoE PM