Project Lone Star Relocation (LSR-2026): Communication & Stakeholder Analysis Plan (Compliance Edition)

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- **Date**: 2025-10-18
- **Project Phase**: Execution Planning (Phase 2)

1. Plan Purpose and Compliance Strategy

The purpose of this plan is to define, document, and manage communication flow, ensuring compliance with all regulatory and industry requirements for this Data Center Operations move. The strategy utilizes centralized, auditable channels (SharePoint) for formal records and efficient, targeted channels (Email/Meetings) for updates and decisions.

- Communication Goal: Targeted, consistent, and auditable information flow to support project governance.
- Compliance Mandate: Ensure required reports (e.g., NIST RMF status, OSHA safety logs) are delivered to the correct internal and external oversight bodies to maintain ISO 27001 and operational standards.

2. Stakeholder Analysis and Engagement Matrix

This matrix identifies key project stakeholders, their compliance needs, and the optimal engagement method for each group.

Stakeholder Group	Role in Project	Key Information Needs	Mandatory Compliance Checkpoints	Engagement Strategy
Project Sponsor	Final Authority, Funding	Overall RAG Status, Financial Health (CPI/CV), Top Risks, Strategic Decisions.	CR-001/CR-002 Approvals, Final Closeout Report.	Formal, concise Executive Status Reports (ESR).
Steering Committee	Strategic Oversight	Budget, CCB Decisions, Contingency Usage.	Quarterly NIST RMF Status Briefings, Final ORR Sign-off.	Bi-Weekly ESR, Formal Monthly Meetings.

IT/Operations Lead	Technical Execution (DC Ops)	Cutover Plans, Integration dependencies, Physical Security Specs.	Daily Security+ Checklist compliance reports, NIST SP 800-53 Control Implementation Status.	Weekly WPR, Technical Working Group Meetings.
Facilities Lead	Physical Execution (Site Prep)	Construction Schedule, Vendor Access, Safety Protocols, Move Logistics Plan.	OSHA 300 Injury Logs (weekly check), DOT Manifest Verification (Move Week).	Weekly WPR, Site Visit Meetings.
Relocation Vendor	Move Logistics Execution	Access Schedules, Inventory Lists, New Site Layout, Safety Briefings.	Pre-move OSHA Safety Briefing Sign-off, Insurance/Licensing verification.	Vendor Kick-Off Briefings, Direct Email Notifications.

3. Communication Artifacts and Distribution Matrix

This table details the official project documents, confirming their adherence to mandated standards, and defines the PM Team Lead as the control point for compliance data distribution.

Document/Report Title	Owner	Audience	Channel/Platform	Compliance Standard

Executive Status Report (ESR)	PM Team Lead	Sponsor, Steering Committee	Email (PDF attachment)	PMI Standard, ISO 27001 (Record Integrity)
Integrated Action Item/Risk/Issue Log	PM Team Lead	Core Project Team	SharePoint (Log List)	ISO 27001 (Risk Management 5.0)
ORR Checklist & Final Report	IT/Ops Lead	Steering Committee, Client PM	SharePoint (Final Deliverables)	ANSI/TIA-942, Internal DC Policy
System Security Plan (SSP) Status	IT/Ops Lead	Steering Committee, PM Team Lead	SharePoint (NIST RMF Folder)	NIST SP 800-53 & FIPS 199
Safety Incident Log	Facilities Lead	Client PM, PM Team Lead	SharePoint (Safety Folder)	OSHA 300 (Weekly Check)
Logistics Manifest & Vehicle Logs	Relocation Vendor	Facilities Lead, Client PM	SharePoint (Logistics Folder)	DOT Compliance (Hazardous Material Check)

4. Communication Protocol and Process

4.1. Auditable Channels and Information Control

- SharePoint Online: MANDATORY platform for all official documentation. The PM Team Lead enforces file naming, version control, and permissions to meet ISO 27001 standards.
- Meeting Minutes: Minutes must explicitly record decisions related to NIST RMF control implementation and OSHA safety plan approvals for auditable proof of governance.

4.2. Mandatory Regulatory Reporting Flow

The PM Team Lead is the central coordination point for all regulatory data.

Event/Status	Source of Information	Action Required	Owner	Target Recipient
Physical Safety Incident (OSHA)	Facilities Lead / Vendor	Immediate notification; log event in Safety Incident Log within 4 hours.	Facilities Lead	Client PM, PM Team Lead

ATO/Security Control Status	IT/Operations Lead	Update SSP Status document on SharePoint weekly; brief PM Team Lead on risks.	IT/Operations Lead	PM Team Lead, Steering Committee
Move Logistics Commencement	Facilities Lead / Vendor	Upload final DOT-compliant manifests to SharePoint 7 days prior to physical move.	Facilities Lead	IT/Ops Lead, PM Team Lead
Critical System Downtime	IT/Operations Lead	Immediate verbal notification to Client PM; formal root cause analysis logged within 24 hours.	IT/Operations Lead	Client PM, Steering Committee

