***Project/Company Name***

Communications Management Plan



# Overview



The purpose of a communications managements plan is to document the key elements of a communications strategy, including

* frequency (schedule);
* method of delivery;
* recipients;
* format; and
* owner.

Effective communication can be

* formal or informal;
* verbal or written; and
* periodic or as needed.

Elements to Include in the Communications Management Plan

The format of a communications management plan can vary, but they should include the following types of information.

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| VERBAL COMMUNICATION |
| WHAT | WHEN | WHERE | OWNER | ATTENDEES |
| Type of Meeting | FrequencyDayTime | Meeting Location | Meeting Owner | Project Team Members (it is good to identify them by role or title if possible) |

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| WRITTEN COMMUNICATION |
| WHAT | WHEN | METHOD OF DELIVERY | SENDER | RECEIVER |
| Type of Communication | FrequencyDay *(if applicable)* | Electronic?Paper? | Person or Group responsible for sending | Person or Group who receives the information |

Example Of A Communications Management Plan:

This document outlines the plan of communication for the XYZ Project Team.

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| --- | --- | --- | --- | --- |
| WHAT | WHEN | WHERE | OWNER | ATTENDEES |
| Status Meeting | Every 2 weeksMonday10-noon | 28G1 | Project Manager  | Project Team |
| Called Meetings | As Needed | TBD | Person who calls and leads meeting  | To Be Determined |

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| WRITTEN COMMUNICATION |
| WHAT | DUE WHEN | METHOD OF DELIVERY | SENDER | RECEIVER |
| Meeting Minutes | Two days after the meeting | E-mail | Note Taker | All participants |
| Action Item Log | Four days after the PMO Status meeting | E-mail | Note Taker | All participants |
| Meeting Agenda | Two days before a meeting | E-mail | Meeting Facilitator | All meeting participants |
| Status Reports to Project Manager | WeeklyTuesdayBy noon | Paper Copy | Team Members | Project Manager |
| Status Reports to Strategic Alignment Team |  |  |  |  |
| Project Schedule Updates | Every 2 weeksTuesday By COB | Update Project Schedule then E-mail | Team Members | Implementation Schedule Owner |
|  |  |  |  |  |