***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.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WRITTEN COMMUNICATION | | | | |
| WHAT | WHEN | METHOD OF DELIVERY | SENDER | RECEIVER |
| Type of Communication | Frequency  Day *(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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHAT | WHEN | WHERE | OWNER | ATTENDEES |
| Status Meeting | Every 2 weeks  Monday  10-noon | 28G1 | Project Manager | Project Team |
| Called Meetings | As Needed | TBD | Person who calls and leads meeting | To Be Determined |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Weekly  Tuesday  By noon | Paper Copy | Team Members | Project Manager |
| Status Reports to Strategic Alignment Team |  |  |  |  |
| Project Schedule Updates | Every 2 weeks  Tuesday  By COB | Update Project Schedule then E-mail | Team Members | Implementation Schedule Owner |
|  |  |  |  |  |