

Project Plant Pals: Employee Training Communication Plan								
Recipients	Type of Communication	Frequency	Sender/Owner	Key Dates	Delivery Method	Goal	Resource Links	Notes
Core Team	Planning Meeting	Daily	Project Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track	[link to meeting agenda and notes]	If needed, check in with manager about any high-level questions before meetings.
Software and Equipment Vendor	Training	Weekly	Core Team: HR Specialist & Training Manager		Email (from company address)	Go over the training manual in order to create an effective training plan for Office Green's employees		
Human Resources	Planning Meeting	Weekly	Core Team: HR Specialist		Phone Call	Project planning assistance; provide support during the training session		
Facilities	Training	Weekly	Core Team: HR Specialist & Training Manager		Email (from company address)	Reserve rooms, spaces, and equipment needed for employee training		
Print Shop	Planning Check-In	Weekly	Core Team: HR Specialist		Email (from company address)	Coordinate on the printing and delivery of training manuals for employees		
Office Green employees	Informational Update	One time	Project Manager		Email (from company address)	Communicate schedules, locations, and other necessary details to trainees		
Office Green employees	Informational Update	One time	Project Manager		Email (from company address)	Train employees to use the supply chain management software and equipment		
Office Green employees	Informational Update	One time	Project Manager		Email (from company address)	Post-training survey		
Your Manager	Planning Meeting	Weekly	Project Manager		Phone Call	Update on event planning, ask questions, and get feedback		
Senior Leaders: Director of Operations and the Director of Product (and CC your manager)	Status Update	One time	Project Manager		In Person	High-level information and general updates		