**Communications Management Plan**

**<Project Name>**

# Communications Matrix

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| **Information sources (what)** | **Stakeholders (who)** | **Information Communicated (what)** | **Frequency (when)** | **Purpose of Communication (what)** | **Mode of Communication (how)** |
| Initiation, Planning & Closing | The Client | How they want the website? | Twice a week | So that they have the Website the way they want it | Email and Zoom |
| Planning & Execution | Website Developers | How to design the website | Every Other Day | For feedback and directions | Board Room Meeting, and Email |
| Planning, Execution, Monitoring, & Closing | Employees | What the next milestones are that we need to accomplish | Everyday | For Feedback and directions | Board Meetings, and Email |
| Planning, Execution, Monitoring | Software Vendors | The software that we need to include | Twice a Week | So, they can provide the necessary software | Email and Board Meetings |