

Communication Plan - Priority Matrix						
Impact ( Efforts)	Urgency	Low	Minor	Moderate	Significant	Required
	<b>Very High</b>	<i>P3</i>	<i>P3</i>	<i>P2</i>	<i>P1</i>	<i>P1</i>
	<b>High</b>	<i>P3</i>	<i>P3</i>	<i>P2</i>	<i>P1</i>	<i>P1</i>
	<b>Medium</b>	<i>P4</i>	<i>P4</i>	<i>P4</i>	<i>P2</i>	<i>P1</i>
	<b>Low Medium</b>	<i>P4</i>	<i>P4</i>	<i>P2</i>	<i>P2</i>	<i>P2</i>
	<b>Low</b>	<i>P5</i>	<i>P5</i>	<i>P4</i>	<i>P3</i>	<i>P3</i>

P1 (Very High Critical): Tasks that They're both urgent and important, often involving crisis management or critical deadlines.

P2 (High): Important tasks that are not immediately urgent that can contribute to long-term goals

P3 (Medium): Tasks that are urgent but less important. They require attention but don't contribute as much to overall objectives.

P4 (Low-Medium): Neither urgent nor highly important, can be done but can be scheduled for later

P5 (Low): Tasks with minimal impact that can be eliminated if necessary.

