

# Communications Planning

## Communications Strategy



## Communications Plan

# Communication Plan Includes

- Who
- What
- When
- Why
- How
- By whom

# Communication Plan Matrix

Communication Type	Communication Purpose	Delivered By	Audience	Communication Format	Frequency
<i>Identify the general descriptive title of the communication.</i>	<i>Describe the purpose of the communication.</i>	<i>Who on the team is responsible for delivering the communication?</i>	<i>Who will be receiving the communication?</i>	<i>Which format type is the communication delivered in?</i>	<i>How frequently is this type of communication required?</i>

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Status Updates	Inform of status of project activities	Workstream Leads	123 Program Manager ABC Project Manager XYZ Project Manager	Email, Use the Weekly Status Report Template	Weekly, Friday, 12:00 P.M.
Status Reports	Inform of status of project activities	Project Manager	Client Project Manager, Project Sponsors	Email, Report	Weekly, Monday, 12:00 P.M.
Steering Committee Meetings	Discuss issues and changes affecting project outcomes	Program Manager	All	PowerPoint Presentation, Report	Semi-Monthly, Second and Fourth Tuesday, 10:00 A.M.