Communications Plan
For [Project Name]

Document Control

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Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager [if applicable]			
Procurement Manager [if applicable]			
Communications Manager [if applicable]			
Project Office Manager [if applicable]			

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1   Communications Requirements

In this section, you need to list the communications stakeholders and their requirements for project status information.

1.1   Stakeholder List

Identify all of the stakeholders, inside and outside the project, who require regular information regarding the status of the project. Then list the role each stakeholder plays in the project.

1.2   Stakeholder Requirements

Describe the information required to keep stakeholders appropriately informed of the progress of the project throughout the Project Lifecycle.

Stakeholder Name	Stakeholder Role	Stakeholder Organization	Information Requirement

2   Communications Plan

Schedule a suite of communications activities required to distribute the right information to the right stakeholders at the right time. Complete the following table to identify the information to be distributed, the recipient stakeholders, as well as the timeframes and methods of distribution.

	Communications Activities			
Activity ID	Information *(what)*	Stakeholders *(who)*	Timeframes *(when)*	Methods *(how)*

List any assumptions and constraints made during this communications planning process.

3 Communications Process

Describe the process for gaining the customer's acceptance of completed deliverables.

3.1 Activities

List the activities required to undertake communications within the project.

3.2 Roles

List the roles and responsibilities involved with communications on the project.

3.3 Documents

List the documents used to communicate within the project.

4 Appendix

Attach any documentation you believe is relevant to the Communications Plan, such as:
- *Newsletters*
- *General correspondence*
- *Corporate communications policies, standards and procedures*