

# **Communications Management Process**

## **For [Project Name]**

## Document Control

### Document Information

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### Document Approvals

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

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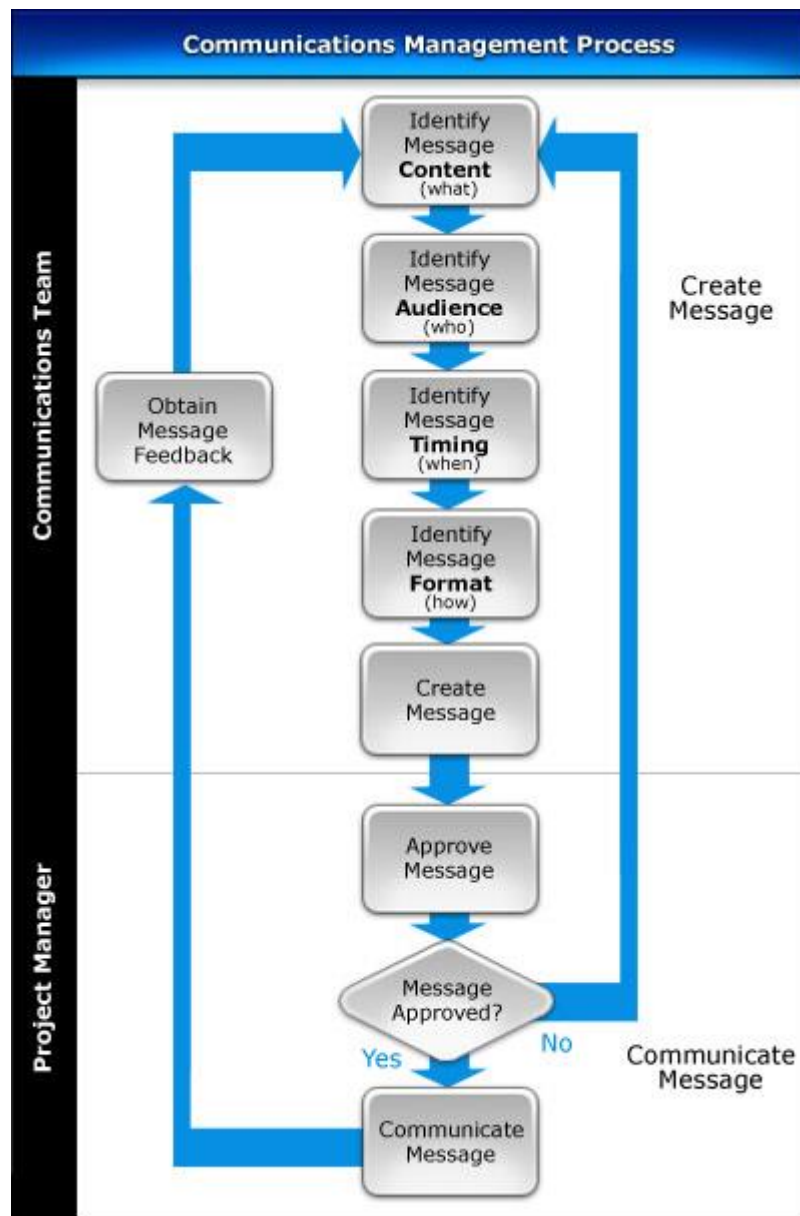
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# 1 Communications Process

*Document the process for monitoring and controlling communications within a project by completing this template*

## 1.1 Overview

*Provide an overview of the Communications Management Process, depicted as follows:*



## **1.2 Create Message**

*List the steps needed to create a communications message for distribution:*

- *Identify the message to be communicated (i.e. “message content”)*
- *Identify to whom the message will be communicated (i.e. “message audience”)*
- *Identify when the message will be communicated (i.e. “message timing”)*
- *Identify how the message will be communicated (i.e. “message format”)*
- *Create the first and final drafts of the message*
- *Seek approval for all communications messages created*

## **1.3 Communicate Message**

*Describe the process for reviewing all communications messages within the project and distributing those messages, once approved, to their respective audiences.*

# **2 Communications Roles**

*In this section, describe the key roles and responsibilities involved in the Communications Management Process.*

## **2.1 Communications Team**

*List the responsibilities of the Communications Team in the Communications Management Process.*

## **2.2 Project Manager**

*List the responsibilities of the Project Manager in the Communications Management Process.*

# **3 Communications Documents**

*In this section, identify the documents that are used to successfully undertake the Communications Management Process.*

## **3.1 Project Status Report**

*Describe the purpose of the Project Status Report and provide a template for its completion.*

## **3.2 Communications Register**

*Describe the purpose of the Communications Register and provide a template for its completion.*