## Communications Plan

This plan provides a framework for informing, involving, and obtaining buy-in from all participants throughout the duration of the project.

### **Audience**

* Steering Committee
* Project Manager
* Project Members

### **Communications Outreach** The following is a list of communication events that are established for this project:

### **Weekly Status Reports** The Project Manager shall provide written status reports to the Steering Committee. The reports shall include the following information tracked against the Project Plan:

1. Summary of tasks completed thus far
2. Summary of tasks scheduled for completion in the following week
3. Summary of issue status and resolutions

### **Monthly Steering Committee Meeting** These status meetings are held at least once per month and are coordinated by the Project Manager. Every member of the Steering Committee participates in the meeting. The Project Manager sends the status report to each member of the team prior to the meeting time so everyone can review it in advance.