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| Communication Management Strategy  Online Learning Platform | Prince2  Author:  Owner:  Client: Jarl Tuxen  Version: |

# Communication Management Strategy History

## Revision History

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| version | Revision date | Implemented by | Reason |
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## Approvals

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## Distribution

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# Introduction

[The purpose, objectives and scope.]

# Communication procedure

[How communications will be made and, possibly, recorded.]

# Tools and techniques

[Any communication tools, such as video conferencing.]

# Records

[What records need to be kept and how they’ll be stored. Remember that some communications can be verbal, but if they’re written, how are they to be retrieved? In a lot of projects this is simple and documents are held in preconfigured directories of the project area on a file server.]

# Reporting

[What reports will be produced, by whom, when and who should receive them.]

# Timing of communication activities

[You could specify this separately using this section, but for a lot of timings you simply record it along with the type of communication. So for each report listed under the previous heading you say how often it is to be produced.]

# Roles and responsibilities

[Again, although there may be some general responsibilities here, it usually makes sense to record responsibilities for individual communications, such as reports, against the information, with the information

on that communication.]

# Stakeholder analysis

[Who has an interest in the project and how such stakeholders should be managed. Clearly, this has an impact on communication and information flows.]

# Information needed for each interested party

[This covers inbound and outbound information over the project boundary together with the format of the communication, frequency and content. It includes communications involving stakeholders: listed under the last heading. This part of the communication plan lends itself rather well to being summarized in a table. If you use a table though, you need to change the order of this section to list the communications, then against each one who needs it, rather than listing the interested parties, then what communications they need to be involved with.]