**PROJECT COMMUNICATION PLAN**

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| --- | --- | --- | --- |
| **VERSION CONTROL** | | | |
| **Date** | **Version** | **Description** | **Author** |
|  |  |  |  |
|  |  |  |  |

**SUMMARY**

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# OBJECTIVES

[Describe the purpose of the project communication plan]

# STAKEHOLDERS (ROLES AND RESPONSIBILITIES)

[Describe the stakeholders and their responsibilities]

# COMMUNICATION MANAGEMENT

[Describe in detail and clear how project communications will be planned, structured, monitored and controlled]

# COMMUNICATION EVENT

[Describe the main communication events of the project. If they are already detailed in the communication matrix, delete the section]

# COMMUNICATION MATRIX

[Enter the name of the communication matrix]

# CONTACTS

[Enter the stakeholder’s contacts]

# SIGNATURES

|  |  |  |  |
| --- | --- | --- | --- |
| Project sponsor |  |  | Date |
| Project manager |  |  | Date |