Communications Management Plan

ABC Web Designs

XYZ Company Website

Preparer- Czara Reynolds - Project Manager

This Communications Management Plan sets the communications framework for this project. The Project Manager will take a proactive role in ensuring effective communication on this project. The project manager is responsible for managing all proposed and approved changes to the communications management plan. The project manager will communicate with each stakeholder in order to determine their preferred frequency and method of communication.

Project Team Directory

Role	Name	Organization / Department	Email	Phone
Facilities Manager	Tom Kane	Operations	tkane@xyz.com	444-444-4444
Project Manager	Czara Reynolds	IT	czarareynolds@abcwebdesigns.com	555-555-5555
Project Stakeholders	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register
Customer	Roger Wilson	CFO XYZ Corp	rwilson@xyz.com	333-333-3333
Web Designer	Helen Peters	Design	helenpeters@abcwebdesign.com	555-222-2222
Senior Developer	Jason Morris	DevOps	jasonmorris@abcwebdesign.com	555-222-2223
Senior Web Designer	Scott Fassett	Design	scottfasset@abcwebdesign.com	555-222-4444
Consulting Analyst	Cindy Lewis	IT	cindylewis@abcwebdesigns.com	555-333-5555

Communications Matrix

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner
Kickoff Meeting	-Introduce project -Confirm objectives, goals, and deliverable needed	-In person meeting (send video conference link to remote workers)	-Once at start of project	-Project Team -Project Sponsor -Product Manager -Additional Stakeholders	-Project Manager
Project Team Meetings	-Review status of project	-In person meeting (send video conference link to remote workers)	-Every Monday at 10:00 a.m.	-Project Team	-Project Manager
UX Design Review	-Give project sponsor the opportunity to provide feedback on website design	-In person meeting (email with design sent prior to meeting)	-Once after initial UX design is complete	-Project Manager -Project sponsor -Stakeholders	-Technical Lead
Monthly Project Status Meetings	-Update leadership on project status and give opportunity to ask questions	-Conference call	-Monthly	-Project Manager -Project Sponsors -Stakeholders	-Project Manager
Check-ins/ Meeting Recap	-Update interested parties on project status based on notes from project team meeting	-Email	-Every Monday morning after meeting	-Project Sponsor -Stakeholders	-Project Manager

Sponsor Acceptance

Approved by the Project Sponsor:

Tom Kane

Tom Kane

Date: August 17, 2020

Project Sponsor

Manager, Facilities