# 12. Communication Management Plan

## Project Code:

| Recipient of Information | Information Source | Information Format | Frequency | Existing System |
| --- | --- | --- | --- | --- |
| The person of group for whom the information is intended | Where is the information generated or who can provide the required information | Presentation, Email, Word document, excel sheet. Should also contain the structure of information | How often – monthly, daily, weekly. Also mention when the communication has be stopped (when the need is over) | Any existing system to take care of the information need. The shortcomings of the existing system- including security and controls needed. |
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Method of updating the Communication Management Plan: How and when will this document be modified during the project?