

Program Communications Plan Program: IPIP Date and Version: 1 April 20XX						
Communications Item	Item Owner	Target Audience	Media/Channels	Frequency	Purpose/Objective	Comments
Program Kickoff Meeting	Raj Patel	Executive Sponsor, Program Manager, Project Leads, Department Heads	Virtual meeting (Zoom/In-person)	One-time (Program Start)	Introduce program vision, scope, key roles, timeline, and expectations	Meeting recording and minutes circulated afterward; Q&A to clarify roles and milestones
Weekly/Bi-Weekly Status Emails	Program Manager	All internal stakeholders (Project Team, Sponsors, Department Heads)	Email	Weekly or bi-weekly	Provide brief status updates on progress, highlight accomplishments, flag issues, and share upcoming milestones	Recipients can respond with queries/suggestions; include dashboards/visual metrics as attachments
Monthly Steering Committee Meetings	Raj Patel	Executive Sponsor, Senior Department Heads, Program Manager, Project Leads	In-person & Virtual (Hybrid)	Monthly	Review overall program progress, assess risk management, strategic alignment, and make key decisions	Follow-up email includes action items; minutes documented and shared with all committee members
Bi-Monthly Detailed Progress Reports	Program Manager	Executive Sponsor, Program Manager, Project Leads	PDF Report via Email or Shared Dashboard	Every 2 months	Provide comprehensive updates on KPI metrics, project progress, issues encountered, and next steps	Includes detailed financial, timeline, and quality metrics; structured with visuals and graphs; feedback integrated via follow-up discussions
Training & Workshop Sessions	Training Lead	HR staff, IT teams, Sales/CRM teams	In-person sessions and/or Webinars	Monthly or as needed	Equip teams with necessary tools and skills to utilize AI, cloud, and CRM systems effectively; address adoption issues	Pre-session agenda circulated; post-session surveys to capture feedback and measure training effectiveness
Stakeholder Feedback Sessions	Change Management	Key end-users, Department Heads, Change Management Team	Focus Group Meetings, Surveys	Quarterly	Gather qualitative feedback, address concerns, and identify opportunities for process improvement	Summarize feedback and circulate improvement action plans; session findings integrated into subsequent project reviews
Ad-hoc Issue Escalation Meetings	Raj Patel/Project Leads	Relevant team members, subject matter experts	Phone/Video call or In-person	As needed	Address urgent issues or risks not covered in regular meetings	Real-time escalation; documented with immediate resolution action items
Post-Implementation Review & Closure Meeting	Raj Patel	All stakeholders, Executive Sponsor, Program Manager, Project Leads	In-person or Virtual Workshop	Once, at program close	Evaluate overall program performance, lessons learned, and establish recommendations for future programs	Formal review meeting with a final report; documented lessons learned and transition recommendations to ongoing operations