

Program Communications Plan Program: TechVision Corporate Digital Transformation Program Date and Version: 1 Jun 20xx, Version 1						
Communications Item	Item Owner	Target Audience	Media/Channels	Frequency	Purpose/Objective	Comments
Program Kickoff Meeting	Program Manager	All Stakeholders	Virtual Meeting (Zoom)	Once (at the start)	Introduce the program, set expectations, and align on goals.	Ensure full attendance; record session for those unable to attend.
Weekly Progress Report	Project Managers	Program Steering Committee, Executive Sponsor	Email, PM Tool	Weekly	Provide status updates on project progress, issues, and upcoming tasks.	Use project management software for tracking.
Monthly Steering Committee Meeting	Program Manager	Steering Committee	In-person/Virtual Meeting	Monthly	Review program progress, address risks, and make strategic decisions.	Prepare agenda in advance and provide reports 2 days before.
Milestone Reviews	Project Managers	Executive Sponsor, Program Steering Committee	Presentation, Email	End of each milestone	Validate achievement of key milestones, identify lessons learned.	Align these with the program's major phases.
Stakeholder Feedback Survey	HR Director	Employees	Online Survey (Google Forms)	Quarterly	Collect feedback on new HR systems, training, and ease of use.	Use data to improve training and system interface.
Customer Engagement Update	Sales Director	Customers	Email Newsletter	Bi-Monthly	Inform customers about upcoming CRM features and improvements.	Include a customer service contact for questions.
Security Awareness Training	IT Director	All Employees	E-Learning, Email	As needed (upon new launches)	Ensure employees understand the new cybersecurity systems and protocols.	Follow up with a quiz to test understanding.
Change Management Workshops	Change Management Specialist	Employees	Workshops (In-person/Virtual)	During Major Phases	Equip employees with knowledge and skills for adapting to new systems.	Tailor content to departments.
Executive Sponsor Briefings	Program Manager	Executive Sponsor	Virtual/Phone Call	Bi-Weekly	Provide high-level program updates and discuss escalated issues.	Keep the briefings concise and focused on critical updates.
Risk and Issue Logs	Program Manager	Project Teams, Steering Committee	PM Software	Continuous	Document and track program risks and issues for timely resolution.	Regularly updated and reviewed during meetings.
End-of-Phase Reviews	Program Manager	All Stakeholders	Email, PM Tool, Meeting	End of each phase	Summarize phase completion, success metrics, and any blockers.	Engage all project managers for comprehensive reporting.