**The Project Communication Plan**

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| **Stakeholder** | **Reporting Requirements** | **Report/Metric** | **Reason** |
| Sponsor or client | After major achievement. | Project summary, budget, earned value |  |
| Project manager | At periodic intervals. Any status report due. | Earned value, project summary, slipping tasks, critical tasks, milestone, current activities reports, over budget tasks and resources |  |
| Project team | At periodic intervals.  Any status report due. | “Who does What When” and “To-do List” report. |  |

