PRJ 00000 PM2 Monitor and Control Communication Plan

**PM2 Project Communication Plan**

**<Project Name>**

**General Information**

|  |  |
| --- | --- |
| Clarity Project #: | *<Clarity Project ID, PRJ-xxxxx>* |
| Project Name: | ***<Project Name>*** |
| Project Sponsor: |  |
| Project Manager: |  |
| Location: |  |

**Revision / Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Level | Revision Date | Revision Author | Description of Changes |
| 2.0 | Apr 05, 2014 |  | Template Version |
|  |  |  |  |

*Project communication approach describes what will be communicated, when, to whom, how it will be disseminated, and who will deliver the message. This includes communication within the project team as well as to the other stakeholders.*

*The Communication Plan will serve as a guide for communications throughout the life of the project and must be updated as communication requirements change. The Project Manager takes the lead role in ensuring effective communications on a project.*

*This template includes sample content that may be modified to the specific communication requirements of the project.*

Project: ***<Project Name>***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Communication Item** | **Content**  **Description** | **Responsibility** | **Frequency** | **Format** | **Distribution/Audience** | **Deliverable** |
| *1* | *Team Calendar* | *Project related events and meetings* | *Project Manager* | *Weekly* | *Document & Email* | *Project Team* | *Share Point document* |
| *2* | *Team Vacation Calendar* | *Team members planned vacations and other unavailability* | *Team* | *Weekly* | *Document* | *Project Team* | *Share Point document* |
| *3* | *Weekly Status Report* | *Summary of project status created from Clarity* | *Project Manager* | *Weekly* | *Clarity&*  *SharePoint* | *Project Sponsor, Team and Stakeholders* | *Status Report* |
| *4* | *Weekly Project Team Meeting* | *Meeting to review action register and status* | *Project Manager* | *Weekly* | *In Person* | *Project Team* | *Minutes with decisions and action items* |
| *5* | *Project Monthly Review* | *Present metrics and status to team and Sponsor* | *Project Manager* | *Monthly* | *In Person* | *Project Sponsor, Steering Committee* | *Status and Metrics Presentation* |
| *6* | *Project Phase Exit Review* | *Present closeout of project phases and kickoff next phase* | *Project Manager* | *As Needed* | *In Person* | *Steering Committee* | *Phase completion report and next phase kickoff* |
| *7* | *Project Budget* | *Review budget status and variances of planned vs. actual* | *Project Manager* | *Monthly* | *In Person* | *Project Sponsor, IT Finance* | *Budget* |
| *8* | *Notice of Decisions* | *Communicate important decisions made after the project approval* | *Project Manager* | *As Needed* | *Document* | *Project Stakeholders* | *Decision Log* |
| *9* | *Release Notifications* | *Notification of production system changes released* | *IT Lead* | *As Needed* | *Email* | *Project Stakeholders, existing Users* | *Release Note* |
| *10* | *System availability* | *Communicate system availability changes to current users* | *IT Lead* | *As Needed* | *Email* | *Existing Users* | *System Availability* |