Communications plan for marketing training project					
Communications item forum (What)	Owner (Who-Sender)	Audience (Who-Receiver)	Timing (When)	Format medium (How) (Where)	Purpose (Why)
Weekly project status meet	Sanjay Randall	Roger Jones Joy Sanford Kyoko Tanaka Priya Madison	Weekly Wednesday at 2:00 p.m. continuous	Main conference room	Review status, discuss open issues/risks, review project deliverables
Sponsor 1:1 meeting	Roger Jones	Sarah Smith	Two times each week. Mon/Wed 9:00-9:30AM	Sarah's office	Update the project sponsor on project status, discuss help wanted, review change requests, and so on
Weekly project status report	Roger Jones	All key stakeholders	Weekly Due by Friday at 10:00AM. continuous	SharePoint	Provide overview of key project status issues
Change control board (CCB)	Sarah Smith	All Key Stakeholders	Every two weeks on Monday at 10:00-10:30AM continuous	Main conference room	Review change requests; Approve or disapprove
Vendor source selection	Sarah Smith	Kyoko Tanaka Catering Rep	Mar 11 at 10:00AM one-time	Sarah's office	Finalize catering and trainer contracts
Training roster confirmation	Sarah Smith	Kyoko Tanaka	Mar 21 at 11:00AM one-time	Sarah's office	Finalize training roster maximize training attendance
Conference room preparation	Roger Jones	Sanjay Randall Joy Sanford Kyoko Tanaka	Mar 30 from 1:00 - 3:00PM one-time	Main conference room	Set up main conference room for training event
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Common communications plan entries

1. Status meetings
2. Status reports
3. Change management meetings
4. Sponsor 1 on 1 meeting
5. Specific areas: Scope, schedule, budget, resources, quality, communications, risk, procurements
6. Meeting series or one-off communications