



Project Plant Pals: Employee Training Communication Plan

Recipients	Type of Communication	Frequency	Sender/Owner	Key Dates	Delivery Method	Goal	Resource Links	Notes
Core Team	Planning Meeting	Daily	Project Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track	[link to meeting agenda and notes]	If needed, check in with manager about any high-level questions before meetings.
Software and Equipment Vendor	Planning Meeting	One time	Core Team: HR Specialist	End of Vendor's SoW	In Person	Go over the training manual in order to create an effective training plan for Office Green's employees		
Human Resources	Planning Check-In	Weekly	Core Team: Training Manager	Wednesdays 2pm	Phone Call	Project planning assistance; provide support during the training session		
Facilities	Planning Meeting	One time	Core Team: Administrative Coordinator	Mondays 2pm	Phone Call	Reserve rooms, spaces, and equipment needed for employee training		
Print Shop	Planning Meeting	Weekly	Core Team: Training Manager	Tuesdays 2pm	Phone Call	Coordinate on the printing and delivery of training manuals for employees		
Office Green employees	Informational Update	Weekly	Core Team: HR Specialist & Training Manager	Mondays 11am	Email (from individual address)	Communicate schedules, locations, and other necessary details to trainees		
Office Green employees	Training	One time	Core Team: Training Manager	Friday of week before	Email (from company address)	Train employees to use the supply chain management software and equipment		
Office Green employees	Survey	One time	Core Team: Training Manager	Week after training is complete	Email (from company address)	Post-training survey		
Your Manager	Informational Update	Weekly	Project Manager	Mondays 3pm	In Person	Update on event planning, ask questions, and get feedback		
Senior Leaders: Director of Operations and the Director of Product (and CC your manager)	Status Update	Weekly	Project Manager	Mondays 10am	Email (from individual address)	High-level information and general updates		