**Instructor Note:** For this portion of the Project Plan you are outlining what communication looks like for this project – it will be used as a guide and set the tone for your work. *The template below is offered as a guide, you are welcome to search the internet for other examples*

**Communication Management Plan**

Date

Project Name:

Project Manager:

1. Stakeholder communications requirements:
2. Communications summary:

\*\*Red Text is here for example only – delete it once you have an understanding of the context of what belongs in this table.\*\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Communications Name** | **Delivery Method/Format** | **Producer** | **Due/Frequency** |
| Project steering committee | Weekly status report | Hard copy and short meeting | Kristin Maur | Wed. mornings at 9 AM |
| Sponsor and champion | Monthly status report | Hard copy and short meeting | Kristin Maur | First Thursday of month at 10 AM |
| Affected employees | Project announcement | Memo, e-mail, intranet site, and announcement at department meetings | Lucy Camerena and Mike Sundby | Friday before Kick Off Meeting |
| Project team | Weekly status report | Short meeting | All team members | Tues. afternoons at 2:00. |

1. Comments/Guidelines:

* What standards are you setting for style and level of detail for communications – there can be varying levels of detail for instance when reporting to team members vs. stakeholders

1. Escalation procedures for resolving issues:
2. Revision procedures for this document:
3. Glossary of common terminology: