

Communications Plan

Cloud Governance Foundation – Phase One

1. Purpose

This Communications Plan defines what is communicated, to whom, how often, and through which channels during Phase One. The goal is to ensure governance intent, execution status, and outcomes are clearly understood without implying enforcement or operational change.

2. Communication Objectives

- Align stakeholders on Phase One scope and guardrails
 - Provide visibility into validation progress and risks
 - Ensure evidence and decisions are traceable and accessible
 - Prevent confusion between governance validation and technical enforcement
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3. Communication Matrix

Audience / Role	Information Communicated	Format	Frequency	Owner
Cloud Account Owner	Phase status, key risks, governance posture summary	Executive summary (written)	Milestone-based	Project Manager
GRC Analyst	Control intent, evidence availability, framework mapping	Working documents	As needed	Project Manager
Cloud Administrator	Validation findings that may affect future implementation	Targeted summary	As needed	Project Manager
Security Auditor	Evidence index, validation artifacts, traceability	Evidence package	Upon request	Project Manager
Security Leadership	High-level outcomes and governance readiness	One-page summary	Phase close	Project Manager
Application / Dev Teams	Awareness of governance intent (no action required)	Informational note	Phase close	Project Manager

4. Communication Channels

Approved communication channels for Phase One:

- Written documentation (Word, Markdown, PDF)
- GitHub repository (public-safe artifacts only)
- Direct asynchronous communication (email or messaging)
- No live meetings required unless escalated

Excluded channels:

- Informal chat for decision-making
- Verbal-only approvals
- Console walk-throughs as evidence

5. Escalation Path

Trigger	Escalation Target	Method
Scope boundary dispute	Cloud Account Owner	Written escalation
Evidence quality concern	GRC Analyst	Direct review
Misinterpretation of governance claims	Security Leadership	Clarification memo

6. Communication Constraints

- All communications must respect portfolio safety
- No sensitive identifiers or account metadata shared
- Governance claims must be supported by indexed evidence
- No communication may imply compliance certification or enforcement

7. Phase One Communication Closure

Communication activities for Phase One are considered complete when:

- Phase status and outcomes are documented
- Evidence is accessible via the Evidence Index
- Stakeholders receive appropriate summaries
- No unresolved communication gaps remain