# File Name: CAPM-Exam-Prep\_Communications-Management-Approach\_v1.0\_2025-08-13.docx

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# Purpose: Define objectives, channels, cadence, and responsibilities for project communications in CAPM-Exam-Prep Initiation.

# Version: v1.0

# Last Updated: 2025-08-13

# Change Log:

# 1. v1.0 – Initial release – 2025-08-13

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# Communications Management Approach

## 1. Objectives

Ensure timely, accurate, and audience-appropriate communication across stakeholders to support decision-making, transparency, and audit readiness for the CAPM-Exam-Prep project.

## 2. Stakeholder Communication Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | Information Needs | Channel / Format | Cadence | Owner |
| Sponsor (Andrew John Holland) | Status, issues, milestone progress | Email summary / DOCX report | Weekly (Fri) | PM |
| Project Team | Daily tasks, blockers, priorities | Chat / Standup notes | Daily | PM |
| QA/Review | Question bank changes, validation findings | Email + XLSX register | Biweekly | PM |
| End Users (Self-test) | Release notes, known issues | DOCX release note | On Release | PM |

## 3. Channels and Artifacts

• Email for formal updates; archived in project repo under /docs/Execution/Reports  
• DOCX weekly status reports; versioned and signed  
• XLSX registers for risks, issues, and changes  
• Chat for day-to-day coordination (non-authoritative)

## 4. Cadence & Calendar

• Weekly status each Friday by 17:00 ICT  
• Risk/Issue/Change registers updated within 24 hours of event  
• Phase gate briefs at each transition (Init→Plan→Exec→Close)

## 5. Escalation

• Critical blockers escalated to Sponsor immediately with impact, options, and recommendation  
• If unresolved in 48 hours, formal CR initiated and documented

## 6. Approval

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_