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**PROEJCT 400 A1**

**Project Communication Plan**

**ASSIGNMENT:**

Now that you have learned about project communications, create a Project Communication Plan for the Homebuilding Case.

**ANSWER** (Simplified for the purposes of the assignment, two pages long)**:**

**Communication Management Plan**

1. **Introduction**

The purpose of this communication plan is to ensure that the Homebuilding Project provides relevant, and consistent project information to project stakeholders and other relevant audiences.

1. **Communication Objectives**

* Provide accurate and timely information about the Homebuilding Project
* Ensure a consistent message delivery to key stakeholders

1. **Target Audience**

| **Audience** | **Communications** |
| --- | --- |
| Project Sponsor | Project plans, project progress, project issues, project status, changes in work processes |
| Project Architect | Project briefing, Project deliverables, Project Status (less budget) |
| Building Team | Project briefing, Project Status (less budget), tasks left to complete |

1. **Communication Delivery**

***Project Sponsor:***

* Deliver: project plans, status reports, project issues, project status
* Delivery Method: In-Person Meeting, E-Mail Communication, Phone calls
* Communication Frequency: Meetings – Bi-weekly, Status Reports – Weekly

***Project Architect***:

* Deliver: Project Briefing, Project Deliverables, Project Status
* Delivery Method: In-Person Meetings, E-Mail Communication, Phone Calls
* Communication Frequency: Meetings – monthly, Project Deliverables – Bi-weekly

***Building Team***:

* Deliver: Project Briefing, Project Status
* Delivery Method: Meetings
* Communication Frequency: Project Briefing – 3 times a week, Project Status - Weekly

1. **Communication Content**

*Project Plans*

* Current and/or Future Plans
* Project Issues
* Project deliverables planned

*Status Report*

* Status of Schedule
* Status of Budget
* Status of Scope
* Accomplishments
* Issues
* Next Project Steps

*Project Briefing*

* Project Status
* Project Problems and Issues
* Project Checklist