

Communications Plan

Project Name: _____

Prepared By: _____

Date: _____

A Timeliness

Describe how quickly and how often the project information will need to be communicated to the stakeholders.

Stakeholders: (Monthly)

Sponsor: (Monthly)

Project Manager: (Weekly)

Project Team: (Biweekly)

Procurement: (Monthly)

Quality: (Biweekly)

Configuration Management: (Monthly)

B Information Type

Describe how different types of information will be disseminated. (Voice, electronic mail, spreadsheet, formal presentation.)

C Existing Systems

Discuss the communication systems already in place and how they will be leveraged on the project. Include any political environmental considerations.

D Length of Involvement

Describe how long individual stakeholders will continue to receive information on the project.

E Environmental Considerations

Study the political environment, understand stakeholder requirements and other environmental considerations.

F Method for Updating the Communication Plan

Describe how and when the Communications Plan will be updated throughout the project.