

# PROJECT MANAGEMENT COMMUNICATION PLAN TEMPLATE

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# COMMUNICATION PLAN

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY	TITLE	DATE

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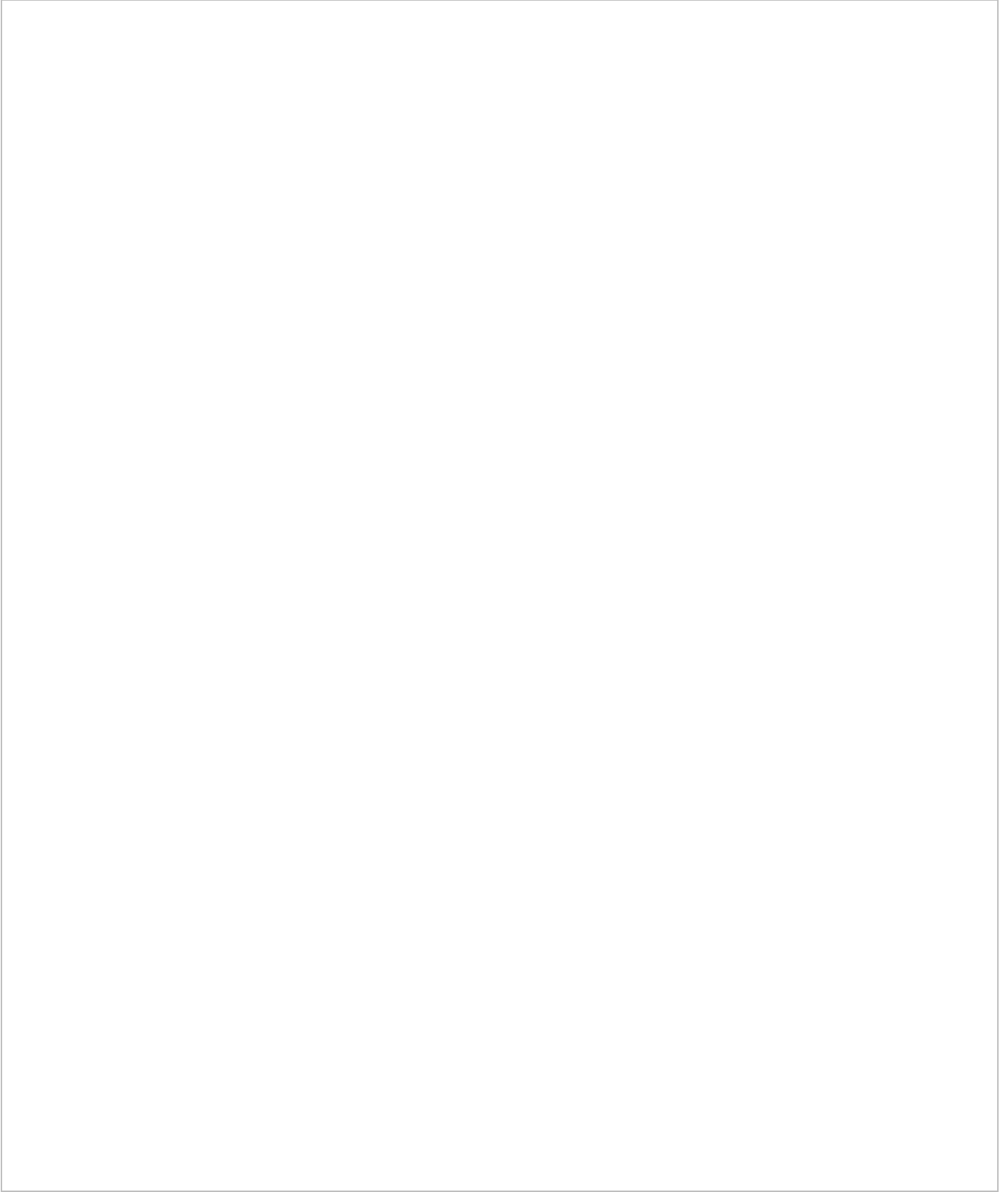
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## 1. PURPOSE



2. COMMUNICATION MANAGEMENT APPROACH

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for the user to provide details on the communication management approach.

### 3. COMMUNICATION CONSTRAINTS

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for the user to provide details regarding communication constraints.

#### 4. STAKEHOLDER COMMUNICATION REQUIREMENTS

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## 4.1 STAKEHOLDER MATRIX

STAKEHOLDER	DESCRIPTION

STAKEHOLDER MATRIX *continued*

STAKEHOLDER	DESCRIPTION

## 5. ROLES AND RESPONSIBILITIES

ROLE	NAME	TITLE	DEPARTMENT	CONTACT

## 6. COMMUNICATION REQUIREMENTS

TYPE OF COMMUNICATION	OBJECTIVES	METHOD OF COMMUNICATION	FREQUENCY	RECIPIENTS	PERSON RESPONSIBLE	DELIVERABLE	FORMAT

COMMUNICATION REQUIREMENTS *continued*

TYPE OF COMMUNICATION	OBJECTIVES	METHOD OF COMMUNICATION	FREQUENCY	RECIPIENTS	PERSON RESPONSIBLE	DELIVERABLE	FORMAT

# 7. PROJECT MEETING GUIDELINES

ITEM	DESCRIPTION
MEETING AGENDA	
MEETING CHAIR	
MEETING MINUTES	
TIME KEEPING	
ACTION ITEMS	
DEFERRED ITEMS	

## 8. ISSUE ESCALATION

IMPACT LEVEL	DESCRIPTION	REPORT TO	RESOLUTION TIMELINE





## 10. PROJECT APPROVAL

APPROVED BY

**PROJECT SPONSOR NAME**

**TITLE**

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**SIGNATURE**

**DATE**

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