<PROJECT NAME>

COMMUNICATIONS MANAGEMENT PLAN

<mm/dd/yyyy>

Table of Contents

1. Introduction 4
1.1. Objective of Communications Management Plan 4
2. Stakeholders Identification and Analysis 4
3. Communications Methods 4
3.1. Communications Matrix 4
3.2. Project Meetings 5
3.3. Project Reporting 5

1. Introduction

1.1. Objective of Communications Management Plan

[Provide the purpose of the communication management plan.]

The overall objective of a Communications Management Plan is to promote the success of a project by meeting the information needs of project stakeholders. The *<Project Name>* Communications Management Plan (CMP) defines the project's structure and methods of information collection, screening, formatting, and distribution and outline understanding among project teams regarding the actions and processes necessary to facilitate the critical links among people, ideas, and information that are necessary for project success.

The intended audience of the *<Project Name>* CMP is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out communication plans.

2. Stakeholders Identification and Analysis

[Insert the stakeholder analysis or provide a reference to where it is stored.]

Name	Title	Contact	Communication	Vehicle	Comments
<Joe Smith>	*<Manager>*	*<000-000-0000 joe@joe.com>*	*<Status Reports and Internal Project Status Meeting>*	*<Email Phone>*	*<comments>*

3. Communications Methods

3.1. Communications Strategy Matrix

[Insert the communication matrix or provide a reference to where it is stored.]

Format	Target	Description Purpose	Frequency	Owner	Distribution Vehicle	Internal/ External	Comments
<Status Report>	<All Stakeholders>	<One page communication of project progress and deliverable status>	<Weekly>	<Joe Smith>	<Email>	<Internal>	<comments>

3.2. Communications Strategy

[Insert the communication matrix or provide a reference to where it is stored.]

Format	Target	Description Purpose	Frequency	Owner	Distribution Vehicle	Internal/ External	Comments
<Status Report>	<All Stakeholders>	<One page communication of project progress and deliverable status>	<Weekly>	<Joe Smith>	<Email>	<Internal>	<comments>

3.3. Project Meetings

[Insert the project meeting schedule or provide a reference to where it is stored.]

Meeting	Description Purpose	Frequency	Owner	Internal/ External	Comments/ Participants
<Status Meeting>	*<Communication of project progress and deliverable status>*	*<Weekly>*	*<Joe Smith office>*	*<Internal>*	*<comments>*

3.4. Project Reporting

[Insert the project reporting schedule or provide a reference to where it is stored.]

Meeting	Description Purpose	Frequency	Owner	Internal/ External	Comments/ Distribution List
<Status Report>	*<Communication of project progress and deliverable status>*	*<Weekly>*	*<Joe Smith>*	*<Internal>*	*<comments>*

Communications Management Plan approval

The undersigned acknowledge they have reviewed the *<Project Name>* Communications Management Plan and agree with the approach it presents. Changes to this Communications Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required

to move forward with the practices outlined within this document.]

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____