

<PROJECT NAME>

COMMUNICATIONS MANAGEMENT PLAN

<mm/dd/yyyy>

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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 Stake holders>	<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]

Project Communication Management Plan Template **PM-TRAINING**

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: _____