

# Communication Management Plan

## Template Revision History

Date	Reason for change(s)	Author(s)

**Record Version: 1.0**

**Approved By:**

**Approved Date:**

**Owners and List of Contacts**

Name	Email	Phone	Role

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## **1. Introduction**

The communication management plan provides:

- Stakeholder communication requirements
- Information to be communicated, including format, content and level of detail
- Person responsible for communicating the information
- Person or groups who will receive the information
- Frequency of communication
- Meeting rules
- Escalation process – identifying time frames and the management chain for escalation of issues that cannot be resolved at lower staff level

## **2. Audience**

## **3. Internal team communication**

### **3.1 Communication requirements**

During the project life cycle the information needed to be disseminated among the project team members contains but is not limited to: project status information, forecast information, concerns, risks and issues regarding the project and changes to:

- external and internal dependencies,
- staff,
- Scope of the project.

All the contact info needed can be found in Staffing Management Plan



## 4. External team communication

### 4.1 Communication requirements

During the project life cycle the information needed to be exchanged with the stakeholders contains but is not limited to: project status information, forecast information, concerns, risks and issues regarding the project and changes to:

- External dependencies,
- Scope of the project,
- Schedule.

All the contact info needed can be found in Staffing Management Plan

### 4.2 External communication items

Communication Item	Purpose	Delivery Frequency	Delivery Method	Originator/ Sender	Target Audience	Action	Comments
Consolidated Schedule updates	To inform stakeholders about the consolidated schedule updated	Life cycle as needed, at least weekly	email				
Milestone 1 Review							
CCB		As needed					

