**Project Communications Management Plan**

[Replace the logo with your company logo. Remember to update the document footer as well.]

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| --- | --- |
| **Project Title/Code:** |  |
| **Date:** |  |
| **Document Version:** |  |

# Introduction

This document sets out the communication needs of the project. It covers the standard forms of project communications that the project team will undertake, and confirms how these will be done.

# Communication Requirements Matrix

[Use this section to document the kinds of communication your project needs to send. Add as many rows and as much detail as relevant to your project.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Message | Audience | Channel | Frequency | Sent from |
| Ex: Monthly one-page progress briefing  | All stakeholders | Newsletter template, PDF format sent by email | Monthly | Project Manager |
| Ex: Status review | Wider business | Presentation delivered at company half-year Town Hall meeting | Once | Delivered by Sponsor |
| Ex: Project Board Report | Project Board | Slide deck circulated with meeting agenda | Monthly | Project Manager |
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**Communications Approval Process**

This is the process we will use to gain sign off for communications before they are issued:

[Add in whatever process you use like getting approval for the Sponsor or Legal team prior to issue, one week in advance.]

**Archiving**

Issued communications materials will be stored [add in the location where you will store final, approved communications artefacts].

**Constraints and Assumptions**

[Add details in here of any constraints or assumptions relating to how you can communicate on the project, what can be communicated or who will do it.]

* Ex: The assumption is made that PMO support will be available to track responses from our project questionnaire.
* Ex: The project is required to use the corporate template for newsletters.

**Other Notes**

[Use this space to record any other information relevant to your project’s communications planning, or delete it if you don’t need it.]