Project Communication Plan

Project Manager: [Name]

This communication plan describes our strategy for keeping the project's stakeholders sufficiently informed to avoid any disappointment regarding cost, schedule, or quality goals.

Remember to consider before the preparation of   Project Stakeholders Responsibility Matrix -

Stakeholder who needs information	Information needs	Date within which information is needed	Frequency of updates	Documents, events or other communication that satisfy the information needs	Team member or other stakeholders who will provide the information	Communication methods	Expected Responses, feedbacks and behaviors
[name]	• [type of information] • [type of information] • [type of information]		[daily, weekly, monthly]	1. [medium 1] 2. [medium 2]	[name]		[describe]
[name]	• [type of information] • [type of information] • [type of information]		[daily, weekly, monthly]	3. [medium 1] 4. [medium 2]	[name]		[describe]

Other different communication plan templates: Communication Plan

Project Manager: [Name]

This matrix describes the level of participation and authority for project stakeholders on major project activities.

E   Execution responsibility. Stakeholder responsible for getting the work done. Not necessarily a decision maker, but drives the group to make decisions in a timely manner.

A   Approval authority. Final approval on accepting the outcome of this activity. Makes decisions.

C   Must be consulted. As work is performed this stakeholder contributes information. Does not make decisions, but is asked for input prior to decisions.

I   Informed after a decision is made. Wants to stay updated on progress of this activity.

Activity	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]