

Communications Management Plan - Example

Stakeholder	Communications Method	Frequency	Responsibility	Notes
Key Stakeholders	Project Kickoff Meeting	Start of project	Program Management Office	•Both Team and Client Kickoff meetings recommended
	Extranet	ongoing	Program Management Office	•Include project schedule, key project deliverables, meeting minutes, change request log, issues log
Client Executive	Executive Steering Committee	Monthly – first Wednesday of each month	Account Manager	•Review status, milestones met, earned value indicators. key issues
Client Sponsor	Status Meetings Status Report (email)	Weekly – Friday 2 pm	Project Manager	•Review project status, schedule, change requests, issues
Development team	Status Meetings	Weekly – Friday 11 am	Project Manager	•Provides input for subsequent meeting with client sponsor
Client managers	Newsletter (email)	Weekly – Friday	Project Management Office	
Client Sponsor/ Key Client Stakeholders	Client Satisfaction Survey	Monthly/End of each phase	Account Manager/ Project Manager	•Informal (monthly) •Formal (end of each phase)