

PROJECT MANAGEMENT COMMUNICATION PLAN TEMPLATE

What	Who	When	How
Project Management Office Update	Nessa Doyle	Fortnightly to ETBI/SOLAS	By email using a standard template
Programme Board report	PMO team	As required	By email or at the meeting
Internet sites	Nessa Doyle and PMO team	As information for general distribution becomes available	
Global emails	PMO team as required	As required	By email using contact lists established
Newsletters	Nessa Doyle and PMO team	Bi-monthly	By email
Bulletin boards	Feedback suggested, this option was a low priority	N/A	N/A
Payslip notifications	Feedback suggested, this option was a low priority	N/A	N/A
Telephone support	PMO team	As required	By phone
Email support	PMO team	As required	By email
Site visits	PMO team	As required	On site as required
Web conferences	PMO team	As required	Using available technology
Sectoral meetings	PMO team	As required	Attendance at meetings/events
Focus Groups	PMO team	As required	Arranged by N Doyle or lead person on project area.

Once all stakeholders have been identified and communication requirements are established, the PMO team will maintain this information in the PMO and use this as the basis for all communications. The method of communication may change and will be determined by the target audience.

ROLE OF PMO IN FORMAL COMMUNICATION SESSIONS

The PMO is committed to taking a direct role in supporting communications across the ETB/SOLAS sector. It considers that its participation in sectoral communications sessions is of critical importance in successfully managing the change agenda.

It will make a contribution to seminars, meetings and other events in ETBs and SOLAS in order to provide opportunities for engagement for those directly affected by the reform programme.

Examples of where the PMO will participate