

Construction Project Communication Plan

Communication Goals

- Transparency:** Maintain open and clear communication channels.
- Efficiency:** Ensure timely delivery of information.
- Responsiveness:** Address queries and concerns promptly.
- Collaboration:** Facilitate teamwork and shared understanding.

Stakeholder Analysis

Stakeholder	Role	Communication Needs
Project Manager	Project oversight	Daily updates, risk reports
Construction Team	On-site execution	Safety protocols, schedules
Clients	Project sponsors	Progress reports, changes
Suppliers	Material provision	Order confirmations, timelines

Communication Channels

- Emails:** For formal communication and documentation.
- Meetings:** Weekly and as-needed meetings for collaborative decision-making.
- Phone Calls:** For urgent communication.
- Project Management Software:** Real-time updates and document sharing.

Communication Matrix

Information Type	Responsible	Audience	Frequency	Method
Progress Updates	Project Manager	Clients, Team	Weekly	Email, Meetings
Risk Assessments	Safety Officer	Project Manager	As needed	Meetings, Email
Schedule Changes	Scheduler	All Stakeholders	As needed	Email, Software
Financial Reports	Accountant	Clients, Manager	Monthly	Email

Escalation Process

- **Level 1:** Immediate team members.
- **Level 2:** Project Manager.
- **Level 3:** Senior Management.
- **Level 4:** Clients or external stakeholders.

Review and Feedback

- **Regular Reviews:** Monthly review meetings.
- **Feedback Mechanism:** Anonymous surveys and suggestion boxes.

This communication plan is designed to support the construction project by ensuring all parties are well-informed and coordinated. Regular reviews of the plan will be conducted to adapt to project needs and stakeholder feedback