

Project Communication Plan

Project Overview

- **Project Name:** [Project Name]
- **Project Manager:** [Name]
- **Communication Plan Prepared By:** [Your Name]
- **Date:** [Date]

Communication Objectives

- Ensure transparent and timely sharing of project information.
- Facilitate effective decision-making processes.
- Engage and align all stakeholders.

Stakeholder Analysis

Stakeholder	Role	Communication Needs
Project Team	Execution	Regular updates, instructions
Management	Oversight	Progress reports, escalations
Clients	Feedback	Updates, feedback sessions
Suppliers	Coordination	Order details, specifications

Communication Tools and Channels

Tool/Channel	Purpose	Frequency
Email	General updates	As needed
Meetings	Decision-making	Weekly / Bi-weekly
Reports	Progress review	Monthly
Dashboard	Real-time status	Continuous access

Communication Schedule

Frequency	Information	Responsible
Daily	Task updates	Team Leads
Weekly	Progress summary	Project Manager
Monthly	Detailed report	Project Manager / Analyst

Feedback Mechanism

- Regular surveys and feedback sessions with stakeholders.
- Open-door policy for concerns and suggestions.

Escalation Process

- Immediate issues: Contact Project Manager.
- Critical issues: Escalate to Management.

Document Control

- Storage: Centralized digital repository.
- Access: Role-based access control.

Review and Update Schedule

- Quarterly review of communication plan effectiveness.
- Adjustments made as per project needs and stakeholder feedback.

Approval

- **Prepared by:** [Your Name]
- **Approved by:** [Manager's Name]
- **Date:** [Date]