

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]