Border Security Program
Communications Plan
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22 September 2012

Objective

This communications plan identifies the key communications items and stakeholders for Ginormous Corp.'s border security program for the Government Bureaucracy Customer. This plan will ensure that all contract data deliverables are provided to the customer, that the customer is properly kept abreast of project performance and that the Ginormous team executes according to plan.

Stakeholders

Customer
PM	Blake Edwards
Contract Administrator	Don Sutherland
Technical Lead	Donna Rickles

Ginormous Corp. (GC)
PM	Larry
DPM	Curly
Technical Lead	Mo
Test Lead	Jacques
Contract Manager	Lucy
Group President	Joan

Regular Communications

Stakeholder	Daily Stand-up	Weekly Telecon	Monthly Report
Customer PM		x	cc
Customer Tech Lead		x	
Customer Contract Admin			x
GC PM	x	x	
GC DPM	x	x	
GC Tech Lead	x		
GC Test Lead	x		
Other GC per test/tech leads	x		

As-Needed Communications

CDRLs: All CDRLs will be prepared by the appropriate GC team lead, then submitted to the GC DPM for the review and approval process. The GC PM will then submit to the GC contract manager for submission to the customer contract administrator and cc: the Customer PM. All CDRL deliveries must be entered into the project schedule during the planning phase.

Change Notifications: The GC change control board will approve all change management decisions. The GC PM will submit approved changes to the GC contract manager for submission to the customer contract administrator and cc: the Customer PM.

Other Customer Communications: The PM is the only person authorized to transmit any information to any member of the customer organization in any form. Any exceptions must be approved in advance in writing.

Appendix

Project Stakeholder Register

Project Name Here
<u>Stakeholder Register</u>
Project Manager: Name Here
Date: Date Here

Power/Interest Categorization Table

Level of Power	Level of Interest	Management Strategy
High	High	Manage Closely
High	Low	Keep Satisfied
Low	High	Keep Informed
Low	Low	Monitor

ID	Stakeholder Name/Position Title/Organization
1	
2	
3	

ID	Power/Interest Management Strategy
1	
2	
3	

ID	Primary role (Sponsor/User/Deliverable etc…) and influences
1	
2	
3	

ID	What information do they need and when/how often
1	
2	
3	

ID	Special Success Criteria Considerations
1	
2	
3	

ID	Special risk considerations and/or mitigation resources/interests
1	
2	
3	