

Communications Plan



Communications Plan Outline

- Stakeholder information needs
- Information sources
- Communications modes
- Communications timing and frequency

Communications Plan

Communications Plan Template

Project Title

Project Manager

Date

Project X Communications Plan

Stakeholder Information Needs Analysis:

<u>Stakeholder</u>	<u>Information requirements (Title/Details)</u>

Communications Matrix:

<u>Information (Title)</u>	<u>Source</u>	<u>Frequency</u>	<u>Mode</u>	<u>Stakeholder Distribution</u>