Communication Plan Matrix

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 Who Information Needs Type of Communication Frequency

As needed

Team meetings, staff meetings, one-on-one meetings, and email

Task Items, progress reports, and issues specifications

Sponsor

Client

Weekly

Weekly and as needed

Status reports, party arrangement confirmations, and issues specifications

One-on-one meetings, staff meetings, phone, and email

Financial meetings, email, one-on-one meetings

Progress reports and financial reports

Project Manager and Team Members

Weekly and as needed

Monthly and as needed

As scheduled and as needed

Reference:

PMI. (2013). A Guide to the Project Management Body of Knowledge (POMBOK Guide) Fifth Edition. Project Management, Inc.

Newtown Square, Pennsylvania.