**COMMUNICATIONS PLAN**

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| --- | --- | --- | --- | --- | --- |
|  | **What** | **Audience** | **Frequency** | **Responsible** | **Dates** |
| **Meetings** | Steering Committee Meetings | Steer Co, PM, PMO | Monthly | PM |  |
| Key Stakeholders | TBD | Start, middle, end of project | TBD |  |
| MD Updates |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Reports / Other Communications** | Formal status reports | Steer Co, PMO, Team, MD, Finance, BU Heads | Twice monthly | PM |  |
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**Notes:**

It may also be helpful to define the purpose of each communication, its expected content and whether any actions are required as a result. These don’t necessarily have to be built into a written communication plan (e.g. as additional columns in the above table), but they should be thought about in the design of the communication plan and its implementation