**PROJECT MANAGEMENT COMMUNICATION PLAN**

**Project name  
Version 0.0.0**

Company name

Street Address

City, State and Zip

webaddress.com

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# **Version history**

| Version | Approved by | Revision date | Description of change | Author |
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| **Prepared by** |  | **Title** |  | **Date** |  |

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# **Purpose**

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|  |

# **Communication management approach**

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|  |

# **Communication** **constraints**

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# **Stakeholder communication requirements**

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## **4.1 Stakeholder matrix**

|  |  |
| --- | --- |
| **Stakeholder** | **Description** |
| Project sponsor |  |
| Program manager |  |
| Project manager |  |
| Key stakeholders |  |
| Change control board |  |
| Customer |  |
| Project team |  |
| Steering committee |  |
| Technical lead |  |
| Other |  |
| Other |  |
| Other |  |

# **Roles and responsibilities**

| Role | Name | Title | Department | Contact |
| --- | --- | --- | --- | --- |
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# **Communication requirements**

| Type of communication | Objectives | Method of communication | Frequency | Recipients | Person responsible | Deliverable | Format |
| --- | --- | --- | --- | --- | --- | --- | --- |
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# **Project meeting guidelines**

|  |  |
| --- | --- |
| **Item** | **Description** |
| Meeting agenda |  |
| Meeting chair |  |
| Meeting minutes |  |
| Time keeping |  |
| Action items |  |
| Deferred items |  |

# **Issue escalation**

| Impact level | Description | Report to | Resolution timeline |
| --- | --- | --- | --- |
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# **Glossary of terms**

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| --- | --- |
| **Term** | **Definition** |
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# **Project approval**

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Project sponsor name** | **Title** |
|  |  |
| **Signature** | **Date** |
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