# COMMUNICATION PLAN

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| **Document** | **Description** | **Recipient** | **Frequency** |
| Preliminary project concept | Project overview/executive summary | Sponsor | Once at the beginning of the project |
| Scope definition | Describes project scope, boundaries, budget, requirements, etc. | Sponsor  Project Manager  All team members  Stakeholders | At the beginning of project, and upon changes |
| Risk management report | Describes project risks with probability/severity matrix, mitigation strategies, and contingency plans | Project Manager  Sponsor, as needed | Review weekly throughout project, immediate notification of risk occurrence |
| Project effort estimate/variances | Describes level of effort required to complete project | Project Manager  Functional managers  Sponsor | Review weekly  Monthly performance reporting |
| Project time estimate | Describes time required to complete project | Project Manager  Sponsor | Review weekly  Monthly performance reporting |
| Project cost estimate | Describes cost required to complete project | Project Manager  Sponsor | Review weekly  Monthly performance reporting |
| Work Breakdown Structure(WBS) | Describes activities needed to meet project goals. | Project Manager  Project team leads | Review weekly |
| Project schedule | Created from WBS. Schedules work activities and shows task dependencies | Project Manager  Project team leads | Review weekly Monthly performance reporting |
| Project resource assignment matrix | Defines skill resources assigned to project components | Project Manager  Project team leads | Review weekly |
| Project status report | Scheduled project progress reports | Project Manager  Project team leads | Weekly |
| Project variance report | Reports variances from the project plan (schedule, cost, scope, resources) | Project Manager  Project team leads  Sponsor | Immediate notification as required, part of monthly performance reporting |
| Change request form | Formal request for a variance from the project plan | Project Manager  Project team leads  Sponsor | As required |
| Project review document | Evaluates the success or failure of a project | Project Manager  Project team leads  Project team members  Sponsor | End of project as part of project closure |
| Lessons learned | Documentation of lessons learned throughout the project | Project Manager  Project team leads  Project team members | End of project as part of project closure |