

COMMUNICATION PLAN

The communication plan is a tool that outlines how communication will be maintained with all of the project’s stakeholders. As a minimum it should list who the stakeholders are, what information they need, how often the information will be supplied, the method of communication and whether a response is required.

EXAMPLE

Stakeholder	Information needs	How often	Method	Response
Members	<ul style="list-style-type: none"> • General Meetings – date, time, place, agenda, • Meetings – minutes • Decisions 	<p>Monthly</p> <p>As soon as possible after the meeting</p> <p>Decision log</p>	<p>Email to members list</p> <p>Email to members list</p> <p>Decisions recorded for reference</p>	<p>Apologies and proxies</p> <p>Amendments or corrections</p> <p>Amendments or corrections</p>
Architect	<ul style="list-style-type: none"> • [type of information] • [type of information] • [type of information] 	[daily, weekly, monthly]	<p>1. [method 1]</p> <p>2. [method 2]</p>	[describe]