Communications Plan

| **General** |
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| **Project Name:** |  | **Project Number:** |  |
| **Project Sponsor:** |  | **Project Manager:** |  |

 *Documents the communications and related activities for the stakeholders of a project*

The Communications Plan specifies who should receive communications (i.e. Audience), what information should be communicated, when the communications should occur, how the communications should occur (i.e. email, meeting, etc.), the document type (i.e. Word, Excel, etc.), frequency, and why the communications should occur.

| **Audience** | **Information** | **When** | **How** | **Document Type** | **Why** |
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