Company Name

**Project Name**

[project ID #]

*COMMUNICATIONS PLAN*

Project Manager

Date

Version:

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# PRELIMINARIES

## Context and Project Background

In this section, fill in a summary of the project with which this communication plan is associated. List the relevant schedules and milestones here. Also, include information such as the budget as it affects the communications plan, and key partners in planning the project.

You also will want to include information such as competitors, media coverage, and political climate if any of these factors apply to your project.

This section should be concise. Just enough information will be covered here to get the point across.

## Stakeholder Analysis

Here, you will insert your stakeholder analysis. Include the stakeholder analysis matrix as well as the full analysis of stakeholders. This section should be detailed.

# COMMUNICATION PLAN

## Communication Objectives

In this section, you will want to list the objectives of your communication plan. Do you want to increase collaboration? Do you need to keep investors informed? List and detail all goals in this section.

## Communication Plan

### Routine Communication

Here, you will include information about how day-to-day communications will happen. Information in this section should include how to update status of tasks, communicate issues, and conduct meeting agenda items. Anything that would be within the ideal functioning of your project will be included here.

### Budget Communication

This section will discuss how to keep relevant stakeholders informed as to the budget of the project vs. the actual cost of the project.

### Risk and Issues Communication

In this section, you will include the plan on how to communicate when things go unexpectedly. Who needs to be informed? When? Where? How?

### Summary of Objectives and Keys to Communication

Here you will list a summary of how your plan meets the objectives. You will also list key points of the communication plan.

# BUDGET

In this section you will discuss factors including the percentage of the project budget that will be directed toward facilitating communication and what to do in cases of budget overage.

# APPROVAL

DOCUMENT APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_