Project Communication Management Plan

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| --- | --- |
| Project Title | [type the project title here]  |
| Project Manager |  |
| Document Version & Change History& Update Date |  |  |

# I Communication Arrangement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Communication Type & Objectives* | *Audience* | *Method* | *Frequency* | *Deliverable* |
| (e.g. Kickoff Meeting, Project Team Meetings, Technical Design Meetings, Monthly Project Progress Meetings, etc.) | (Project Sponsor, Project Team, etc) | (Face-to-Face, Conference Call, etc) | (weekly, monthly, etc) | (agenda, minutes, status report, etc) |
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# II Communication Constraints or Assumptions

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| (e.g. How to deal to remote team or outsourcing team.) |

# III Communication Diagram

Attach a relevant communication diagram, such as communication matrix, or flowchart. It provides a framework for the project team to follow for this project. However, there may be occasions or situations which fall outside of the communication flowchart where additional clarification is necessary. In these situations the Project Manager is responsible for discussing the communication with the Project Sponsor and making a determination on how to proceed.

For example:

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| --- | --- | --- | --- | --- | --- | --- |
| Project | SystemUsers | Project Sponsor | ProjectManager | ProjectDev. Team | Comp. Serv. Center | InfoSecOfficer |
| ScopeChanges | R | A | A | R | O | O |
| ScheduleChanges | R | A | A | R | I | O |
| BudgetChanges | R | A | A | R | O | O |
| MeetingNotes | I | I | A | R | O | O |
| Security& Privacy  | I | I | A | R | R | A |
| Systems &Infrastructure | I | I | A | R | A | R |
|   | A - Approval Required | I = For information only |
| R - Review and comment | O = Optional; determined by PM |