# [Insert Project Name]

## Introduction

[Define project communications, the need for communications management, and the purpose of this document. Primarily, communications management involves managing the creation, distribution and storage of project information through policies, processes, tools, and responsibilities.]

# Project Communication Policies

[Communication policies in the communications plan establish standards for information access, confidentiality, ownership. These standards help to ensure that the project information is communicated consistently, and that appropriate stakeholders are accessing information.]

## Information Access

## Information Confidentiality

## Information Ownership

# Project Communication Processes

[Define the processes to manage information on the project. Processes include inputs, steps, tools, methods, techniques, templates, and outputs. The processes should also be clear enough to ensure standardized and consistent use of tools and techniques.]

## Information Creation & Gathering

## Information Distribution & Sharing

## Information Storage, Backup & Archiving

# Project Communications Responsibilities

## Overall Communications Responsibilities

## Key Contact Information

The following table outlines the key contacts on this project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact | Role | E-mail | Telephone | Urgent |
|  | Client |  |  |  |
|  | Sponsor |  |  |  |
|  | Project Manager |  |  |  |
|  | Team Lead |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Communication Matrix

| Information | Communicator | Format | Distribution  Method | Recipients | Timing |
| --- | --- | --- | --- | --- | --- |
| **Initiation** |  |  |  |  |  |
| Requirements |  |  |  |  |  |
| Objectives |  |  |  |  |  |
| Budget-level estimates |  |  |  |  |  |
| Assumptions |  |  |  |  |  |
| Constraints |  |  |  |  |  |
| Authority |  |  |  |  |  |
| **Planning** |  |  |  |  |  |
| Deliverable Specifications |  |  |  |  |  |
| Acceptance Criteria |  |  |  |  |  |
| Tasks/Work packages |  |  |  |  |  |
| Resources |  |  |  |  |  |
| Assignments |  |  |  |  |  |
| Responsibilities |  |  |  |  |  |
| Definitive estimates |  |  |  |  |  |
| Schedule (Start, Finish, Duration, Dependencies) |  |  |  |  |  |
| Budget (Task costs, Resource Costs, Cash Flow) |  |  |  |  |  |
| Risks (Events, Triggers, Symptoms, Probability, Impact, Score, Exposure, Response Type, Response Strategy, Responsibility, Monitoring Actions) |  |  |  |  |  |
| Management (Definitions, Processes, Inputs, Outputs, Tools, Techniques, Standards, Policies, Responsibilities) |  |  |  |  |  |
| Decisions |  |  |  |  |  |
| **Executing** |  |  |  |  |  |
| Evaluation Criteria for procurement |  |  |  |  |  |
| Agreements (Terms & Conditions) |  |  |  |  |  |
| Quality improvements |  |  |  |  |  |
| **Controlling** |  |  |  |  |  |
| Status |  |  |  |  |  |
| Progress |  |  |  |  |  |
| Trends |  |  |  |  |  |
| Variances |  |  |  |  |  |
| Performance |  |  |  |  |  |
| Forecast |  |  |  |  |  |
| Changes |  |  |  |  |  |
| Issues |  |  |  |  |  |
| Risk occurrences |  |  |  |  |  |
| Discussions & decisions |  |  |  |  |  |
| Upcoming activities |  |  |  |  |  |
| Corrective actions |  |  |  |  |  |
| **Closing** |  |  |  |  |  |
| Acceptances |  |  |  |  |  |
| Approvals |  |  |  |  |  |
| Lessons |  |  |  |  |  |
| Financial Audit Results |  |  |  |  |  |
| **General** |  |  |  |  |  |
| Policies |  |  |  |  |  |
| Processes |  |  |  |  |  |
| Regulations |  |  |  |  |  |
|  |  |  |  |  |  |