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# Project Communication Plan Template

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by:  
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## ***Introduction***

### **Document Identification**

N.B. INCLUDE A BRIEF DESCRIPTION OF THE DOCUMENT, INCLUDING THE DOCUMENT NUMBER, VERSION NUMBER, DATE VALID OR APPROVED, AND ANY OTHER IDENTIFICATION NEEDED.

### **Project Identification**

N.B. INCLUDE PROJECT INFORMATION, INCLUDING TITLE, PROJECT NUMBER, VERSION, AND ANY OTHER IDENTIFICATION INFORMATION

### **Document Scope**

This document describes the communication plan for..... project, including both regular and exception meetings and reports. Purpose, formats, contents, and distribution information is provided.

Specific report formats are provided in the appendix.

## ***Related Documents, Acronyms, and Definitions***

### **Related Documents**

N.B. INCLUDE A DESCRIPTION OF RELATED DOCUMENTS

### **Acronyms and Definitions**

N.B. INCLUDE A TABLE OF ACRONYMS AND DEFINITIONS AS PROVIDED BELOW.

**Table 1: Acronyms and Definitions**

<b>Acronym/Term</b>	<b>Definition</b>
CCB	Change Control Board: The committee that determines the disposition of changes in the project.
PM	Project Manager
VP	Vice President
R&D	Research and Development

## Communication Requirements

### Stakeholder Requirements

N.B. THE TABLE BELOW OUTLINES A FORMAT FOR ESTABLISHING STAKEHOLDER COMMUNICATION REQUIREMENTS. THE TABLE MAY CONTAIN MORE OR LESS DETAIL AS THE SITUATION DEMANDS.

**Table 2: Project Stakeholder Communication Needs**

<b>Stakeholder Categories</b>	<b>Reporting Requirements</b>
Client	Project schedule status at the deliverable level Product quality status changes Cost changes affected by the client
Functional Managers	Resource Utilization Reports Resource Utilization Risks Upcoming Resource Needs Resource Performance Reports
Senior Management	Project cost status Project schedule status Project utilization changes
Team	Upcoming risks Resource utilization needs Quality and design changes
Finance	Cost status Cost changes
Purchasing	Changes in schedule that affect purchasing Purchasing requirements and schedule
Project manager	Cost status at the work package level Schedule status at the work package level Resource utilization Changes to the resource utilization plan All changes that affect the project plan.

## ***Regular Communication***

### **Regular Reports**

#### ***Monthly Senior Management Status Report***

Report created by: Project Manager  
Recipients: VP, Engineering; VP, Marketing; Director, R&D  
Date Due: First Tuesday following the first Thursday of the month  
Effective Date: Last day of the preceding month

The monthly senior management status report is a one-page document that includes the following information:

- Project Identification Number and Title
- Effective Date of the Report
- Overall Project Status Indicator (Red, Yellow, Green).
- Milestones Achieved
- Problems and Upcoming Risks
- Anticipated Achievements for Next Month
- Communication

In the communication section, include any team personnel that deserve recognition. Also include any support senior management can give toward the project.

#### ***Weekly Team Status Report***

Report created by: Work Package Owners  
Recipients: Project Manager  
Date Due: Monday Morning, 9:00 am  
Effective Date: Friday, Close of Business

The weekly team status reports are created by the project team to inform the project manager of weekly progress on tasks. Reports have to be received by the project manager by 9:00 am to prepare for the weekly project status meeting at 10:00 am.

Weekly team status reports may be written informally or sent via e-mail and contain the following information:

- Current status of all active work packages
- Problems and upcoming risks
- Anticipated accomplishments for next week
- Communication

The communication section can contain any information the task owner thinks is important for the project manager.

### ***Weekly Functional Manager Reports***

Report created by: Project manager  
Recipients All functional managers that have staff currently on the project or scheduled within the next 3 weeks.  
Due Date: Tuesday 9:00 am  
Effective Date: Monday, 12:00 pm

This report is designed to both inform the functional managers about how their staff is being utilized in the project. It also prepares them for upcoming resource needs. The report is sent formally by e-mail and contains the following information:

- Project Identification (number and title)
- Weekly Staff Utilization Report
- Problems, Issues and Risks
- Upcoming Staff Needs (within the next three weeks)
- Communication

### **Regular Meetings**

#### ***Weekly Project Status Meeting***

Meeting Facilitator: Project Manager  
Attendees: Currently Active Task Owners and Task Owners scheduled to start within 3 weeks.  
Time Every Monday, 10:00 am  
Place Conference Room C  
Duration 15 Minutes.

The purpose of the weekly project status meeting is for the team to communicate to the project manager the current status of the project. This is an opportunity for the PM to verbally confirm the written reports presented by the team and to determine any other information needed to continue to manage the project.

The meeting is run with the following agenda (for each participating member):

- Current Status of all work packages
- Problems and Risks
- Anticipated accomplishments for next week
- Communication

***Monthly Senior Management Project Status Meeting***

N.B. FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

***Monthly Client Project Status Meeting***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

***Semi-Monthly Change Control Board Meetings***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

## ***Exception Communication***

N.B. INCLUDE AN INTRODUCTORY PARAGRAPH DESCRIBING THE TYPES OF EXCEPTIONS THAT CAN OCCUR. THIS MAY INCLUDE FORMAL EVENTS (EG. RECEIVING A PROJECT CHANGE REQUEST FROM A CLIENT). THE PURPOSE OF THIS SECTION IS NOT TO DESCRIBE THE ENTIRE PROCEDURES FOR HANDLING CHANGES, PROBLEMS, OR OTHER PROJECT EXCEPTIONS. IT IS DESIGNED TO DEVELOP PROCEDURES FOR COMMUNICATING EXCEPTIONS.

### **Exception Reports**

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

#### ***Project Change Reports***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

#### ***Client Change Reports***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

#### ***Project Plan Updates***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

### **Exception Meetings**

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

#### ***Emergency Change Control Board Meetings***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.

#### ***Problem Solving Meetings***

FOLLOW THE SAME FORMAT PRESENTED REVIOUSLY.