

Communication Plan Template 2

This template can be used to prepare a communication plan which could be shared with the project team to list down there activities

	Deliverable	Description	Delivery Method	Frequency	Owner	Audience
 REPORTS	Project status report	Regular update on critical project issues	E-mail	Weekly	Project Manager	Project Manager Project Sponsor Project Team
	Quality audit report	Regular update on project quality performance	E-mail	Weekly	Quality Manager	Project Manager Project Sponsor
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
 PRESENTATIONS	Project review	Project status update	Meeting	Monthly	Project Manager	Project Manager Project Sponsor Project Team
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
 PROJECT ANNOUNCEMENTS	Task reminders	Task Owner schedule	E-mail	Daily	Project Manager	Project Manager Project Team
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
 REVIEWS AND MEETINGS	Team meeting	Meeting to review project status	Meeting	Weekly	Project Coordinator	Project Manager Project Sponsor Project Team Quality Manager
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
 TEAM MORALE	Team event	Regularly schedule team morale events	Event	Quarterly	Project Sponsor	Project Manager Project Sponsor Project Team
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>
	<Deliverable>	<Description>	<Delivery Method>	<Frequency>	<Owner>	<Audience>