

Communications Management Plan.					Doc _____
Project title :					Date
Stakeholder	Information required.	Method.	Timing or Frequency	Sender or Responsible.	Format.
<ul style="list-style-type: none">Stakeholder name or group to which the communication is addressed	<ul style="list-style-type: none">Describe the information to be communicatedFor example; Status reports, Project Updates, Meeting minutes, etc	<ul style="list-style-type: none">Describe how the information will be communicatedFor example; Email, meetings, web meetings, etc	<ul style="list-style-type: none">List how often the information is to be provided or under what circumstances.	<ul style="list-style-type: none">Insert the name of the person or the group that will provide the information.	
Assumptions.			Constraints.		
<ul style="list-style-type: none">List any assumptions.			<ul style="list-style-type: none">List any constraintsConstraints can include descriptions of proprietary, secure or sensitive information and relevant, restrictions for distribution.		

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Glossary of Terms and Acronyms.		
Other Guidelines.		
Escalation procedures.		
<ul style="list-style-type: none">Procedures by which information should escalate within the organization’s hierarchy.		
Project Glossary.		
<ul style="list-style-type: none">< Glossary Doc > (Reference to glossary document)		
Confidential Information Disclaimer.		
Attach relevant communication diagrams, presentations or flowcharts		