

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 communicated For example; <p>Status reports, Project Updates, Meeting minutes, etc</p>	<ul style="list-style-type: none"> Describe how the information will be communicated For example; <p>Email, meetings, web meetings, etc</p>	<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 constraints Constraints 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.

- Procedures by which information should escalate within the organization's hierarchy.

Project Glossary.

- < Glossary Doc > (Reference to glossary document)

Confidential Information Disclaimer.

Attach relevant communication diagrams, presentations or flowcharts