

Communications Management Plan

Project Title: _____

Date Prepared: _____

Message	Audience	Method	Frequency	Sender
<i>Describe the information to be communicated: For example, status reports, project updates, meeting minutes, etc.</i>	<i>List the people or the groups of people who should receive the information.</i>	<i>Describe how the information will be delivered. For example, e-mail, meetings, Web meetings, etc.</i>	<i>List how often the information is to be provided.</i>	<i>Insert the name of the person or the group that will provide the information.</i>

Term or Acronym	Definition
<i>List any terms or acronyms unique to the project or that are used in a unique way.</i>	<i>Provide a definition of the term or the full term for acronyms.</i>

Communication Constraints or Assumptions:

List any assumptions or constraints. Constraints can include descriptions of proprietary information and relevant restrictions on distribution.



Communications Management Plan

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Attach relevant communication diagrams or flowcharts.

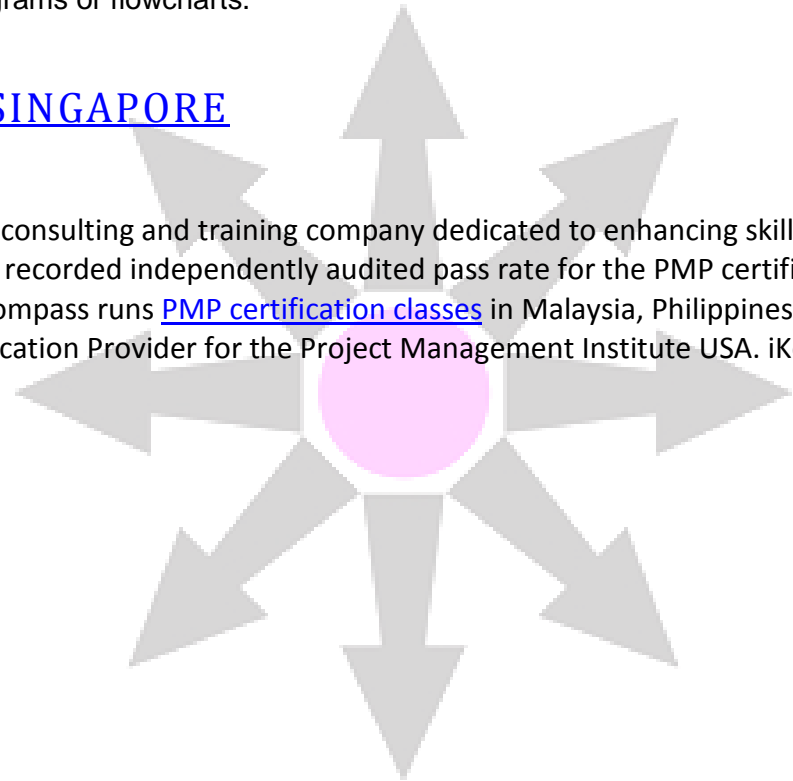
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