

SAMPLE PROJECT COMMUNICATION PLAN TEMPLATE

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PROJECT TITLE

Training System Overhaul	PROJECT MANAGER Isabelle
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TEAM MEMBERS

Daniel • Sam • Melissa • Nicole	START DATE 00/00/0000
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KEY STAKEHOLDERS

NAME	TITLE	PREFERRED COMMUNICATION	ADDITIONAL INFORMATION
Tom	Client CEO	Email and Phone	
Sarah	Internal CEO	Email and Slack	
Devin	Internal CFO	Email	
Wendy	Client COO	Email and Phone	

COMMUNICATION GOALS

<ul style="list-style-type: none">• Keep stakeholders informed of ongoing progress and any changes• Identify any roadblocks and resolve them early• Create opportunities for feedback from stakeholders and team
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COMMUNICATION PLAN

ACTIVITY	TYPE	FREQUENCY	ATTENDING	PURPOSE
Project Planning Meeting	Video Conference	Once	Team members, key stakeholders, and project manager	Outline client goals, establish budget and timeline, assign first milestone tasks
Team Touch-Base	In Person	Daily	Team members and project manager	Set daily goals, update project manager on milestone status
Team Status Report	Email	Weekly	Team members and project manager	Summarize touch-bases, outline achievements for the week and goals for the following week
Stakeholder Status Report	Email	Biweekly	Project manager and key stakeholders	Summarize progress and next steps, updated timeline
Review Meetings	Video Conference	As needed, upon completion of milestones	Team members, key stakeholders, and project manager	Update client on progress, assign subsequent milestone tasks, assess overall timeline
Postmortem Meeting / Lessons Learned Meeting	In Person	End of Project	Team members and project manager	Assess successes and failures of project processes, collect input for improvement for subsequent projects

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