

**<Project Name>  
Communication Plan**

Project Manager:

Last Update:

<b>Deliverable</b>	<b>Type*</b>	<b>Recipients</b>	<b>Delivery Method</b>	<b>Frequency</b>	<b>Responsibility</b>
<b>Status Reports</b>	Mandatory	Stakeholders Corporate management	E-mail	Monthly	Project Manager
<b>Team Member Status Reports</b>	Mandatory	Project Manager	E-mail	Weekly	Team Members
<b>Milestone Summary Report</b>	Mandatory	Sponsor	E-mail	At phase gate	Project Manager
<b>Familiarization Meetings</b>	Informational	Users	Focus groups, panels, presentations	After requirements input, update at milestones	Designer/Developer
<b>Team Member Recognition</b>	Marketing	Top performers	Ad hoc social event	On achievement	Project Manager or Team Leaders
<b>Public Education</b>	Marketing	All potential customers and stakeholders outside company	Mass media advertising campaign	Scheduled per agency leading up to product announcement at trade show	Corporate Marketing / Communications Department

*\* Type = Mandatory, Informational, or Marketing/Promotional*