Version 0.0

date



Presented by: Your name

company name

Company address

# Project Communication Plan

## Project communication documents

Use the Project communication table to identify the communication documents needed for your project, the recipients of the documents, the people responsible for creating and updating the documents, and how often the documents need to be updated.

### Project communication table

| Document | Recipients | Responsibilities | Update frequency |
| --- | --- | --- | --- |
| Executive status report | Name | Responsibility | Number |
| Risk management document | Name | Responsibility | Number |
| Issue management document | Name | Responsibility | Number |
| Change control document | Name | Responsibility | Number |
| Project schedule | Name | Responsibility | Number |
| Document 1 | Name | Responsibility | Number |
| Document 2 | Name | Responsibility | Numbers |

## Team structure

Identify the key roles of members of your marketing team and the normal patterns of communication between roles. You can create a diagram or table to illustrate communication relationships.

### Team goals

* List your team's quality goals.

### Team assignments

Use the following table to outline the project's marketing teams, team goals, team leads and team roles.

**Project Name project team**

| Name of team | Team goals | Team leads | Team roles |
| --- | --- | --- | --- |
| Name 1 | Goals | Lead name | Roles |
| Name 2 | Goals | Lead name | Roles |
| Name 3 | Goals | Lead name | Roles |
| Name 4 | Goals | Lead name | Roles |
| Name 5 | Goals | Lead name | Roles |

## Team roles and responsibilities

Identify the responsibilities assigned to each of the team roles.

## Risks and issues management

### Potential exceptions and problems

* List all potential problems that might arise during the project, and list their causes, symptoms, consequences and possible solutions.

### Appropriate corrective measures

For each issue, identify the optimal way to resolve the issue and then identify the steps that your team needs to take in order to implement the solution.

### Tracking risks and issues

In the following table, track the risks and issues that you identified.

| Date recorded | Risk description | Probability | Impact | Mitigation plan |
| --- | --- | --- | --- | --- |
| Date 1 | Description | Probability | Impact | Plan |
| Date 2 | Description | Probability | Impact | Plan |
| Date 3 | Description | Probability | Impact | Plan |

## Change management process

### Change management process steps

Describe the process that your team will follow to document and approve changes to the project. If your team uses a change control document, identify how and when team members should fill it in.

### Change management process flow

Create a flow diagram of your change process.

### Change control board (CCB)

Identify who will serve on the CCB, which determines whether issues are within the current project scope and whether they should be addressed.