**COMMUNICATIONS MANAGEMENT PLAN**

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| **Project Title:** |  | **Date Prepared:** |  |

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| **[Stakeholder](#Stakeholder" \o "List the people or the groups of people who should receive project information.)** | **[Information](#Information" \o "Describe the information to be communicated: For example, status reports, project updates, meeting minutes, etc.)** | **[Method](#Method" \o "Describe how the information will be delivered. For example, e-mail, meetings, Web meetings, etc.)** | **[Timing or Frequency](#Timing_or_Frequency" \o "List how often the information is to be provided or under what circumstances.)** | **[Sender](#Sender" \o "Insert the name of the person or the group that will provide the information.)** |
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| **[Assumptions](#Assumptions" \o "List any assumptions.)** | **[Constraints](#Constraints" \o "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 or Acronyms](#Glossary_of_Terms_or_Acronyms" \o "List any terms or acronyms unique to the project or that are used in a unique way.)**

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Attach relevant communication diagrams or flowcharts.