Communications Management Plan

This plan describes all the things you have to communicate about your project and helps you work out what, who, and how you need to talk to others.

Project name:

Today's date:

What to say Your key communications/messages	**To whom** The person/people receiving the message	**In which format** The method used to send e.g. email, phone, face to face	**How often** The frequency for sending the message e.g. one-off, weekly, monthly	**From whom** The person the message is coming from

List of useful terms

Use this as a place to record all the jargon related to your projects. It will help you remember that not everyone understands the terminology as well as you do!

Term/Abbreviation	What it means

Constraints

This section is for you to record any restrictions or constraints on sending information. For example, you could note down what is personal and confidential and what shouldn't be shared with the wider group, or what can and can't be put on social media.

Information flows

Use this section to record how information flows through your project. Does it all start with you? Do others cascade information to their teams?