

Basic Project Communication Plan Outline

1. Project Overview

Brief summary of the project, its objectives, and key stakeholders.

2. Communication Objectives

- Ensure all stakeholders are informed of project progress
- Facilitate effective decision-making
- Provide regular updates on deliverables and issues

3. Stakeholder Analysis

| Stakeholder | Role | Interest & Influence |
|-----------------|-----------|----------------------|
| Project Sponsor | Approver | High |
| Project Team | Execution | Medium |
| Client | Recipient | High |

4. Communication Methods & Tools

- Email
- Meetings (in-person/virtual)
- Project Management Tool
- Status Reports

5. Communication Matrix

| What | Audience | Frequency | Method | Owner |
|-----------------|------------------|-----------|---------|-----------------|
| Status Update | All Stakeholders | Weekly | Email | Project Manager |
| Project Meeting | Project Team | Bi-weekly | Virtual | Scrum Master |
| Progress Report | Client | Monthly | Report | Project Manager |

6. Feedback & Escalation Process

- Open channels for feedback via email or meetings
- Escalate critical issues to project sponsor within 24 hours
- Document decisions and action items

7. Approval

List key stakeholders responsible for reviewing and approving the communication plan.