

# 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.*