

&COMPANY PMO Communications Management Plan

Project Title	Plan Author	Date Prepared
PMO Communications Plan	Steve Rollins	November 11, 2002
End User Group	Contact Name	Project Type (S,M,L)
PMO	PMO Executive	L (Large)

1.0 Executive Summary

1.1 Purpose	The purpose of this document is to address how PMO communications will be handled.
1.2 Stakeholder Assessment	The PMO conducted a Stakeholder Assessment to determine initial Stakeholder communication requirements to/from the PMO.
1.3 PMO Information Needs Analysis	The PMO conducted an initial PMO Assessment to determine the initial information needs of the PMO.
1.4 PMO Communications Matrix	A PMO Communications Matrix has been developed to optimize PMO communications and is included in this communication management plan.
1.5 PMO Communications Change Control	Changes to this Communications Management Plan will follow &COMPANY Change Management Policy and Guidelines.

2.0 Stakeholder Assessment

2.1 Introduction	An initial Stakeholder Assessment was conducted with the PMO Assessment. Future Stakeholder Assessments will be conducted based on customer input.
2.2 Stakeholder Analysis	Current Stakeholders include: all &COMPANY Business Unit Managers and above.
2.3 Alternative Actions	All Stakeholders may submit to the PMO suggested communication alternatives or additional analysis requirements.

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3.0 PMO Information Needs Analysis

3.1 Introduction	The PMO Information Needs Analysis was initially determined from the PMO Assessment completed in July 2002. The PMO Communication Management Plan is a result of the completed PMO Assessment. The purpose of the PMO Information Needs. Analysis was to identify what information was required by the PMO from the Enterprise and what information the Enterprise required from the PMO in order to effectively communicate project acceleration delivery opportunities and delivery threats.
3.2 Collection	The information collected through the NEEDS ANALYSIS will be retained in the project documents folder for the PMO Project. This information will be updated as needs change, or new needs arise.
3.3 Storage	The PMO Communication Management Plan will be stored in eProject in the PMO Project Documents Folder.
3.4 Access	This document can be accessed by Enterprise Management through the eProject Project Management Information System.
3.5 Distribution	This document will be updated and distributed when necessary, as determined by the PMO Director.
3.6 Special Needs	There are no "Special Needs" at this time.

4.0 PMO Communications Matrix

4.1 Introduction	The following PMO Communications Matrix Table describes in detail the identified PMO Information documents.
4.2 PMO Communications Matrix	This Matrix is provided as a tool to assist in managing all PMO information.
4.3 PC Supporting Details	None at this time.

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PMO Communications Matrix

PROJECT INFORMATION	ORIGINATOR	INFO TYPE		DISPOSITION	FREQUENCY OF UPDATES	MEDIA USED
Project Portfolio	PMO	D	A	&COMPANY	Bi-Weekly	Paper and Server
Resource Portfolio	PMO	D	A	&COMPANY	Bi-Weekly	Paper and Server
Strategic Objectives Portfolio	PMO	D	A	&COMPANY	Bi-Weekly	Paper and Server
Operations Forecasting and Planning Report	PMO	D	A	Key Stakeholders	Monthly	Paper and Server
Project Status Report	Project Managers	D	A	PMO	Bi-Weekly	Paper and Server
Project Schedule	Project Managers	D	A	PMO	Bi-Weekly	Paper and Server
PM Portfolio Review	PMO	D	A	Portfolio Project Managers	Bi-Weekly	Paper and Server
IT Management PM Portfolio Review	PMO	D	A	Business Unit Management	Bi-Weekly	Paper and Server
eProject Repository Audit	PMO	D	A	PMO	Monthly	Paper and Server
PMO Team Status Review	PMO	D	A	PMO Team Members	Bi-Weekly	Paper and Server

Note: INFORMATION TYPE can be either **D**istributed or **A**ccessed