

## Communication Management Plan Complex BPI Projects

<b>Project Name:</b>				
<b>Project Manager:</b>				
<b>Project Sponsor:</b>				
<b>Date:</b>				
<b>Objective of Communications</b>				
<b>Stakeholder Information Requirements</b>				
<b>Group/Individual</b>	<b>Information Requirements</b>			
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<b>Requirements for Distributing Information</b>				
<b>Communication Component</b>	<b>Due Date</b>	<b>Audience</b>	<b>Responsible Person(s)</b>	<b>Distribution Methods</b>

Guidelines for Gathering and Distributing Information				
Issue Escalation				
Communications Plan Update				
Glossary of Terms				
Term	Definition			
Revision History				
Version Number	Date	Originator	Reason for Change	Approved – Yes/No and Date