Communication Management Plan

Project Manager:	**Date of Plan**:

Plan Component	**Details**
Communication needs	*<What needs to be communicated through the project lifecycle and when?>*
Communication paths	*<From whom to whom do communications need to occur?>*
Communication channels	*<What channels will be used to communicate – email, phone, virtual meetings, face-to-face meetings, etc.>*
Communication response times	*<When are team members required to respond to communications – what is the timing/turn-around for requests?>*
Communication status	*<How will communication status be "tagged?" Priority, routine, information only, etc.>*
Timing of communications	*<What is the timing of various communications? E.g., weekly team status meetings, sub-team communications bi-monthly, etc.>*