

Communication Management Plan Complex BPI Projects

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

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