

Project Management Plan (4.2)

10 - Communications

Planning

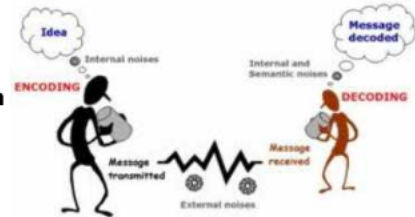
Communication requirements analysis



Communication technology



Communication models



Communication methods



Meetings



10.1 - Plan Communications Management

Inputs

Stakeholder register (13.1)

Stakeholder	Name	Role	Location	Information Requirements	When			Where		How	Priority
					Start	Duration	End	Phase 1	Phase 2		
John P. Smith	Director	Finance	London	Development Plan	Y1	Y1	Y1	Internal	Supporter		
Mark S. Baker	CEO	Operations	London	Increased delivery capability	Y1	Y1	Y1	Internal	Champion		
John P. Smith	Director	Finance	London	Increased delivery capability	Y1	Y1	Y1	Internal	Champion		
David J. Brown	Director	Operations	London	Increased production	Y1	Y1	Y1	Internal	Supporter		
John P. Smith	Director	Finance	London	Increased production	Y1	Y1	Y1	Internal	Supporter		
John P. Smith	Director	Finance	London	Increased production	Y1	Y1	Y1	Internal	Supporter		
John P. Smith	Director	Finance	London	Increased production	Y1	Y1	Y1	Internal	Supporter		
John P. Smith	Director	Finance	London	Increased production	Y1	Y1	Y1	Internal	Supporter		
John P. Smith	Director	Finance	London	Increased production	Y1	Y1	Y1	Internal	Supporter		



Enterprise Environmental Factors



Organizational Process Assets

Enterprise / Organization

Outputs

Communication management plan

Stakeholder	Information	Frequency	Communication Method	Format
Steering Committee	High level information, issue	Monthly	Formal Meeting	Powerpoint, pre-read 2 days before the meeting
Manager - IT	Resource, technology, issues, progress	Weekly	Formal Meeting or email	Formal meeting agenda or email
Manager - Business	Resource, technology, issues, progress	Weekly or as needed	Formal Meeting or email	Formal meeting agenda or email
Project Team	Progress, issues, risks, schedule, plans, solution approach	Weekly or as needed	Formal Meeting	Formal meeting agenda or email

Project documents updates



To develop an appropriate approach and plan for project communications based on stakeholder's information needs and requirements, and available organizational assets.

T&T

10.2 Manage Communications
13.3 Manage Stakeholder Engagement