VERSION 0.0

DATE

replace with
LOGO

PRESENTED BY: YOUR NAME

COMPANY NAME
COMPANY ADDRESS

PROJECT COMMUNICATION PLAN

PROJECT COMMUNICATION DOCUMENTS

Use the Project communication table to identify the communication documents needed for your project, the recipients of the documents, the persons responsible for creating and updating the documents, and how often the documents need to be updated.

PROJECT COMMUNICATION TABLE

Document	Recipients	Responsibilities	Update frequency
Executive status report	Name	Responsibility	Number
Risk management document	Name	Responsibility	Number
Issue management document	Name	Responsibility	Number
Change control document	Name	Responsibility	Number
Project schedule	Name	Responsibility	Number
Document 1	Name	Responsibility	Number
Document 2	Name	Responsibility	Numbers

TEAM STRUCTURE

Identify the key roles of members of your marketing team and the normal patterns of communication between roles. You can create a diagram or table to illustrate communication relationships.

TEAM GOALS

- List your team's quality goals.

TEAM ASSIGNMENTS

Use the following table to outline the project's marketing teams, team goals, team leads, and team roles.

Project Name project team

Name of team	Team goals	Team leads	Team roles
Name 1	Goals	Lead name	Roles
Name 2	Goals	Lead name	Roles
Name 3	Goals	Lead name	Roles
Name 4	Goals	Lead name	Roles
Name 5	Goals	Lead name	Roles

TEAM ROLES AND RESPONSIBILITIES

Identify the responsibilities assigned to each of the team roles.

RISKS AND ISSUES MANAGEMENT

POTENTIAL EXCEPTIONS AND PROBLEMS

- List all potential problems that might arise during the project, and list their causes, symptoms, consequences, and possible solutions.

APPROPRIATE CORRECTIVE MEASURES

For each issue, identify the optimal way to resolve the issue and then identify the steps that your team needs to take in order to implement the resolution.

TRACKING RISKS AND ISSUES

In the following table, track the risks and issues that you identified.

| Date recorded	Risk description	Probability	Impact	Mitigation plan
Date 1	Description	Probability	Impact	Plan
Date 2	Description	Probability	Impact	Plan
Date 3	Description	Probability	Impact	Plan

CHANGE MANAGEMENT PROCESS

CHANGE MANAGEMENT PROCESS STEPS

Describe the process that your team will follow to document and approve changes to the project. If your team uses a change control document, identify how and when team members should fill it out.

CHANGE MANAGEMENT PROCESS FLOW

Create a flow diagram of your change process.
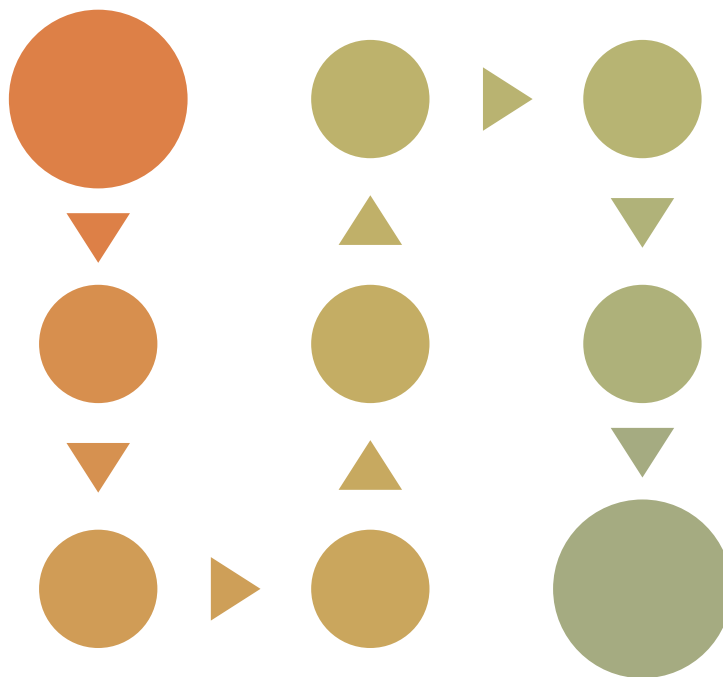
CHANGE CONTROL BOARD (CCB)

Identify who will serve on the CCB, which determines whether issues are within the current project scope and whether they should be addressed.