



Template Guide

What is a Communications Plan?

A Communications Plan is a document which outlines the information to be provided to all project stakeholders to keep them informed of the progress of the project. A clear Communications Plan is vital to the success of the project to ensure that all project resources are working towards the stated project objectives and that any hurdles are overcome in a well planned and informed manner.

The Communications Plan contains the following information:

- The communication requirements for each project stakeholder
- A schedule of the communication events, methods and releases
- A matrix of the resource involved in each communication event
- A clear process for undertaking each communication event within the project.

When to use a Communications Plan

The Communication Plan is documented during the Planning phase of the project to ensure that the expectations for communication to project stakeholders are clearly set. After the Communications Plan has been agreed, the Communication Management Process is invoked to ensure that all communication events are undertaken in accordance with the Communications Plan.

How to use this template

This document provides a guide on the topics usually included in a Communications Plan. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.