***Instructions:*** *The method, frequency, and content of communication vehicles will change depending on the stakeholder involved. This needs to be reflected by your plan. For example, you may have several rows for “Status Report” to cover the different stakeholders who will be receiving it. Review the Communication Planning guide and adjust as necessary to meet specific project needs. Page 2 provides for additional communication planning needs.*

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| --- |
| **COMMUNICATION PLANNING** |
| **Type** | **Objective/Content** | **Medium** | **Freq’y** | **Audience/Stakeholder** | **Agenda/ Deliverables** |
| Kickoff Meeting | * Introduce the project team and the project.
* Gather input
* Review project objectives and approach
 | Face-to-Face | Once | * Project Sponsor
* Project Team
* Stakeholders
 | * Kick-off Meeting Agenda

  |
| Project Team Meetings | Review status of the project with the team. | * Face-to-Face
* Conf.

Call | Weekly | * Project Team
 | * Agenda/ Meeting minutes/ Action Items
* Project schedule
 |
| Vendor/ Contractor Meetings | Review status of the project/deliverables with the Vendor/ Contractor | * Face-to-Face
* Conf.

Call | As Needed | * Vendor
* Contractor
 | * Agenda/ Meeting Minutes/ Action Items
 |
| Monthly Project Status Meetings | Report on the status of the project to management. | * Face-to-Face
* Conf.
* Call
 | Monthly | * Sponsor
 | * Exec. Dashboard
* Project schedule
 |
| Project Status Reports | Report the status of the project including activities, progress, costs and issues | * Email
 | Monthly | * Project Sponsor
* Project Team
* Stakeholders
 | * Exec. Dashboard
* Project schedule
 |

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| --- | --- | --- | --- | --- |
| **Timing** | **Message Content** | **Delivery Mechanism** | **Sender** | **When** |
| **First Indications of Change** |  |  |  |  |
| **Early Project Phases** |  |  |  |  |
| **During Change Development**  |  |  |  |  |
| **Before Implementation** |  |  |  |  |
| **During Implementation** |  |  |  |  |
| **Post-Implementation** |  |  |  |  |