

Communication Management Plan Version 1.0

March 4, 2014

Project Name: Solutions Attendance System

1. Stakeholder communications requirements:

Because this project involves the teamwork of multiple people, the project team will use checklists, tools, and techniques to determine the communications requirements for various stakeholders. The sponsor and team will be able to communicate any issues that may come up.

2. Communications summary:

The following table summarizes various stakeholders; communications required; the delivery method or format of the communications; who will produce the communications; and when they will be distributed, or the frequency of the distribution. As more communications items are defined, they will be added to this list. The project team will use various templates and checklists to enhance communications. The team will also be careful to use the appropriate medium and follow corporate guidelines for effective communications.

Stakeholders	Communications Name	Delivery Method/Format	Producer	Due/Frequency
Sponsor	Weekly status report	Hard copy and short meeting	Dominic Longoria	Open upon appointment
Project team	Weekly status report	Short meeting	All team members	Thursday at 1 PM

3. Comments/Guidelines:

- Make sure people understand your communications. Use common sense techniques to check comprehension, such as having them explain what you mean in their own words.
- Short meetings or phone calls can be very effective.
- Use templates as much as possible for written project communications.
- Use checklists for reviewing product requirements.

4. Escalation procedures for resolving issues:

Issues should be resolved at the lowest level possible. If it is critical to the project or extremely time sensitive, the issue should be brought directly to the project manager. If the project manager cannot resolve an issue, he or she should then bring it to the appropriate senior management.

5. Revision procedures for this document:

Revisions to this plan will be approved by the project manager. The revision number and date will be clearly marked at the top of the document.

6. Glossary of common terminology:

actual cost - The total direct and indirect costs incurred in accomplishing work on an activity during a given period.

baseline - The original project plan plus approved changes.