

Project Team Communications Plan

Project Name: XYZ Computer System	Prepared By: Ken Owtrim	Date Prepared: 02/01/09
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Planned regular and special communications are listed in table below.

Item	Description	Method	Timing	Owner	Participants
Reporting					
Project status	Full project status report	Email	Monthly – first week	Project Manager	Project manager Team leaders
Team reports	Individual project team status reports	Email	Weekly - Friday	Team Leader	Individual teams Project Manager
Meetings					
Individual teams	Each teams' status review	Meeting	Weekly	Team Leader	Individual teams
Project review	Review Project Status Report	Meeting in boardroom	Monthly – second week	Project manager	Project manager Project sponsor Project Owner Project team leaders
Risk Management	Review risk management item status	Meeting in boardroom	Monthly – third week	Project Manager	Project Manager Project Owner Project Sponsor
Issue Management	Review open issue item status	Office meeting	Weekly	Project Manager	Project Manager Project Owner
Notices					
Project web site	Project highlight announcements, progress postings, and training class schedules	Intranet	Daily as needed	Project Coordinator	Company-wide
Team Building					
Pizza and beverage	Project team socializing event	Meeting in cafeteria	Each Friday	Project Sponsor	Project team
Celebration Dinner	Recognition of meeting key milestone of division going live.	Local restaurant	Milestone achieved	Project Sponsor	Project team