## Communications PLAN

[List communications and reporting requirements (both internal and external). Add/delete rows as required.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audience | Format | Purpose/Description  | Frequency | Responsibility |
| Examples: |  |  |  |  |
| Project manager | Issues Log | File notes recorded in **[insert project management app, e.g. Teamwork]** | As required | Project Team |
| Project sponsor | Status Update | Update and monitoring for risks or changes  | As required | Project manager |
| Project team | Face to face meeting | Regular progress meetings  | Weekly  | Project manager |
| Board | Status Update | Updates (if major project) | As required | Project manager |
| Clients/stakeholders/general public | Media ReleaseMail outWebsite updateDigital communicationsSocial media |  | As required | Project manager |
| Stakeholder/Board/sponsor | Progress reportFinal report | Formalised report Formalised report  | As requiredEnd of project | Project manager Project manager |
| All | Post-implementation review report  | Formalised report  | End of project | Project manager  |