**Communications Management Plan**

**Prepared by: Date:**

**1. Introduction**

**2. Collection and filing structure for gathering and storing project information**

**3. Distribution structure (what information goes to whom, when, and how)**

**4. Format, content, and level of detail of key project information**

**5. Production schedule and resources for producing key project information**

**6. Technologies, access methods, and frequency of communications**

**7. Method for updating the communications management plan**

**8. Escalation procedures**

**9. Stakeholder communications analysis**

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| --- | --- | --- | --- | --- |
| **Stakeholders** | **Document Name** | **Document Format** | **Contact Person** | **Due Date** |
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| **Comments:**  |

**10. Glossary of terms**