

The Communication Plan helps to clarify what information needs to be communicated during the project or event. The Plan details who the targeted audience is, along with providing details on who owns the message, how frequently should the message be shared, and what the preferred communication method is.

Communication Matrix – [enter project/team name]

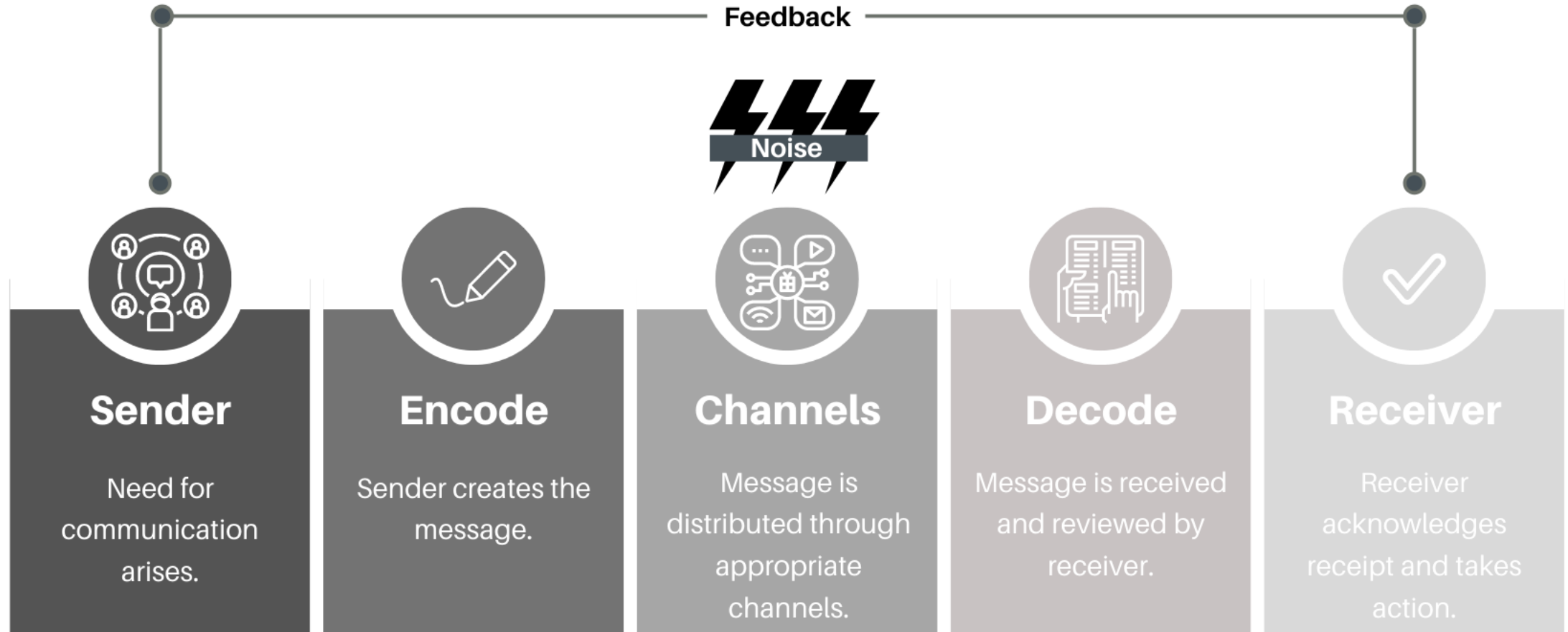
Framework for diffusing vital project information



Communication or Message	Objective	Method/s (in-person meeting/conference call/electronic)	Frequency (daily/weekly/monthly)	Audience	Owner/s	Deliverables

COMMUNICATION PROCESS

Steps for Facilitating Effective Communication



What information needs to be shared?



Who is receiving the information?



What is their preferred communication method?



Who is responsible for sending the message?



What frequency should the message be sent?

Message

Minutes



Update



Report



Audience

Team



Leadership



Everyone



Method

Email



Phone



Meeting



Owner

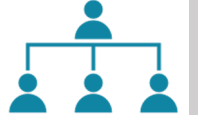
Project Mgr.



Team



Leadership



Schedule

Weekly



Monthly



Quarterly

