

COMMUNICATIONS PLAN

Audience Or Stakeholder	Key Messages	Action we want them to take	Communication Method	Person responsible for communication	Timing:
Process Sponsor	<ul style="list-style-type: none"> • Verify Charter • Who are Team Members? • Understand Role – Ownership of process 	<ul style="list-style-type: none"> • Define scope with help of creators of charter • Help ID Team Members • Team Launch • Communicate • Hold Periodic reviews with team 	<ul style="list-style-type: none"> • E-mail • Telephone • General Meetings 		Monthly
Process Owner	<ul style="list-style-type: none"> • Understand Role – Ownership of process • Clarify reason for project 	<ul style="list-style-type: none"> • Full buy-in • Ensure team members can and do participate • Spends x% of time on Project • Participates in Tollgate 	<ul style="list-style-type: none"> • E-mail • Telephone • Meetings 		Weekly
Other Stakeholders	<ul style="list-style-type: none"> • Clarify reason for project • Status update – progress/problems 	<ul style="list-style-type: none"> • Provide general perspective • Tell of current process • ID how changes may affect them 	<ul style="list-style-type: none"> • E-mail • Telephone • Meetings 		Monthly