[Program Name] Communication Plan

# Overview

# This Communication Plan defines how information will be shared among project stakeholders to ensure the project and leadership teams are informed, aligned, and engaged throughout the project lifecycle. It outlines the communication methods, frequency, and responsible parties, tailoring the approach to meet the needs of various audiences. The plan fosters transparency, reduces misunderstandings, and keeps team members aware of project status, key decisions, and potential risks. The plan requires approval by the client, various technical teams, and the Project Manager.

# Escalation and feedback

*This section contains an outline of the escalation process for communication activities. It also documents how feedback such as email questions, service desk tickets, newspaper articles, interviews, etc., are handled.*

# Responsibility and authority

*This section provides an outline of the type of communication activities that will occur during this process and the person who is generally responsible for those types. This section also identifies the person who generally has the authority to approve or implement the communication. In many cases the responsible person and the authorizer are the same.*

# Communication activities

| **What** | **Audience** | **Communication Method** | **Purpose** | **When/Frequency** | **Type/Method(s)** |
| --- | --- | --- | --- | --- | --- |
| Program Kick-off Meeting |  |  |  |  |  |
| Stage Gate Review |  |  |  |  |  |
| Program Component Status Reports and Review |  |  |  |  |  |
| Project Team Status Meeting |  |  |  |  |  |
| Risks Review Meeting |  |  |  |  |  |
| Sponsor Meetings |  |  |  |  |  |
| Steering Committee Meetings |  |  |  |  |  |
| Status Report |  |  |  |  |  |
| Demos and Presentations |  |  |  |  |  |
| Communications to component team members |  |  |  |  |  |
| Program level issues. risks, and escalation |  |  |  |  |  |
| Daily Stand-Up |  |  |  |  |  |
| Change Review Board |  |  |  |  |  |
| Lessons learned |  |  |  |  |  |
| Reviews for program performance. benefits realization, risks, change requests, and resources |  |  |  |  |  |
| Other… |  |  |  |  |  |

# Required Approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name** |  | **Signature** |  | **Date** |
|  |  |  |  |  |
| **Name** |  | **Signature** |  | **Date** |
|  |  |  |  |  |
| **Name** |  | **Signature** |  | **Date** |
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