Communication Plan Document

1. Purpose

The purpose of this Communication Plan is to define the communication requirements for the **[Project Name]** and outline how information will be distributed among stakeholders.

2. Objectives

- Ensure timely and appropriate collection and dissemination of project information.
- Promote effective and transparent communication among all stakeholders.
- Support decision-making and progress tracking throughout the project lifecycle.

3. Stakeholders

Stakeholder	Role	Contact Information
Project Sponsor	Oversight, Escalation	sponsor@email.com
Project Manager	Plan & Execute Project	pm@email.com
Development Team	Technical Design & Delivery	devteam@email.com
Clients	Requirements, Approvals	client@email.com

4. Communication Methods

Type	Purpose	Frequency	Audience	Owner
Status Update Email	Project Progress	Weekly	All Stakeholders	Project Manager
Project Meeting	Discussion & Alignments	Bi-weekly	Core Team	Project Manager
Client Review Call	Feedback	Monthly	Clients, PM	Project Manager
Ad-hoc Communications	Issue Resolution	As Needed	Relevant Parties	PM/Team Members

5. Escalation Process

Step 1: Raise issue to Project Manager.
Step 2: If unresolved, escalate to Project Sponsor.
Step 3: Further escalation to Steering Committee if necessary.

6. Communication Plan Review

This plan will be reviewed at project milestones and updated as necessary to ensure ongoing effectiveness.

Important Notes

- Clear communication plans minimize misunderstandings and project delays.
- Review this document regularly and update as stakeholders or project scope change.
- Ensure all recipients understand their roles and the expectations detailed here.
- Keep records of communications for accountability and future reference.