

## Sample Communication Plan

Document	Description	Recipient	Frequency
Preliminary project concept	Project overview/executive summary	Sponsor	Once at the beginning of the project
Scope definition	Describes project scope, boundaries, budget, requirements, etc.	Sponsor Project Manager All team members Stakeholders	At the beginning of project, and upon changes
Risk management report	Describes project risks with probability/severity matrix, mitigation strategies, and contingency plans	Project Manager Sponsor, as needed	Review weekly throughout project, immediate notification of risk occurrence
Project effort estimate/variances	Describes level of effort required to complete project	Project Manager Functional managers Sponsor	Review weekly Monthly performance reporting
Project time estimate	Describes time required to complete project	Project Manager Sponsor	Review weekly Monthly performance reporting
Project cost estimate	Describes cost required to complete project	Project Manager Sponsor	Review weekly Monthly performance reporting
Work Breakdown Structure(WBS)	Describes activities needed to meet project goals.	Project Manager Project team leads	Review weekly
Project schedule	Created from WBS. Schedules work activities and shows task dependencies	Project Manager Project team leads	Review weekly Monthly performance reporting
Project resource assignment matrix	Defines skill resources assigned to project components	Project Manager Project team leads	Review weekly
Project status report	Scheduled project progress reports	Project Manager Project team leads	Weekly
Project variance report	Reports variances from the project plan (schedule, cost, scope,	Project Manager Project team leads Sponsor	Immediate notification as required, part of monthly

# Communications Plan Sample

**Julia Schneider**



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