

Communication plan

Project name	<Name of project>	Project No.	<Number of project>
Project manager	<Name of project manager>		
Version / Date	<0.0.1 / Day.Month.Year>		
Author	<Name of author>		

Kind of communication	Who	Purpose	Frequency	Comments
<Principal meetings>	<Principal>	<Update, critical issues, approval requests>	<Biweekly, on request>	<comments>
<Project board meetings>	<Project board>	<Status, approval requests>	<Every two months>	<comments>
<Project meetings>	<Project members>	<Status, critical issues, risks>	<Weekly>	<comments>
<Core project meetings>	<Core project members>	<Status, next steps, issues>	<Daily>	<comments>
<Status report>	<Principal, project board, project members>	<General information>	<Monthly>	<comments>

Communication plan

Project name		Project No.	
Project manager			
Version / Date			
Author			

[illegible]