# Project Communication Plan

**Purpose:** This document outlines the communication plan for the project **{projectName}**. It specifies how information will be communicated between stakeholders, the communication methods used, frequency, and key responsibilities, in order to facilitate clear and timely exchange of information throughout the project lifecycle.

## Project Overview

* **Project Name:** {projectName}
* **Project Manager:** {projectManager}
* **Start Date:** {startDate}
* **Expected End Date:** {endDate}

## Communication Objectives

* Ensure consistent and timely information sharing among all stakeholders.
* Maintain transparency regarding project progress and risks.
* Promote collaboration and effective decision-making.

## Stakeholder Communication Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Information Needs** | **Communication Method** | **Frequency** | **Responsible** |
| {#communicationMatrix}{stakeholder} | {role} | {infoNeeds} | {method} | {frequency} | {responsible}{/communicationMatrix} |

## Communication Methods

{#methods}

* **{name}:** {description}

{/methods}

## Meeting Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Name** | **Participants** | **Frequency** | **Channel** | **Owner** |
| {#meetings}{meetingName} | {participants} | {meetingFrequency} | {channel} | {owner}{/meetings} |

## Reporting

* **Status Reports:** {statusReportFrequency} via {statusReportChannel}
* **Risk Reports:** {riskReportFrequency} via {riskReportChannel}
* **Escalation Procedure:** {escalationProcedure}

## Glossary

{#glossary}

* **{term}:** {definition}

{/glossary}