

**Communications Management Plan**  
**for**  
***Rest Easy Hotels***  
***Training Subproject***

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## Document information

### Document source

This document is maintained as an online document. Contact the author for the latest version.

### Revision history

Version number	Date	Summary of changes	Revision marks
<i>n.n</i>	<i>dd/mmm/yy</i>	First version	No

### Approvals

This document has been approved by the following people. The signed approval forms are filed in the Project Control Book.

Name	Function	Date of approval	Signature

### Distribution

This document has been distributed to:

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## 1 Preface

The communications management plan defines the regular meetings, reporting, and other communications activities that take place during the project.

Its purpose is to help ensure that all project stakeholders and team members receive all the information they need in a timely manner.

## 2 Overview

*Summarize the principles and key aspects of the plan under the following subheadings.*

### 2.1 Communications with the sponsor

- The project manager (PM) of the training project needs to communicate regularly with the training coordinator for each hotel. The PM will write a document of understanding (DOU) that describes what will be delivered and the timeframe in which it will be delivered. The document will be approved by both the PM and the training coordinator for each hotel. Those commitments will be added to the project management schedule for the entire Rest Easy Hotel project.
- The PM of the training project will have weekly status calls with each of the training coordinators to track the status of the project for that one hotel. They will track the status against the DOU.

### 2.2 Communications with functional management (for the Rest Easy Hotel project, this is the IBM team working on the project)

- The PM of the training project will have a regular status call with Tom Smith, the project executive, to review issues relative to training.
- Tom Smith will have a weekly status call with all of his project managers to review the entire Rest Easy Hotel project status.
- Tom Smith will also have a weekly meeting with all of his project managers to review change requests that have been submitted.

### 2.3 Communications with subcontractors

- The PM of the training project will have a regular status call with the Sleep Away software vendor to discuss the status of the training materials that are being developed.

## 2.4 Communications within the team

- The PM of the training project will have weekly meetings with the teams that are developing the training and with the teams that are working on the delivery of the training.

## 3 Media

*Describe any important aspects of the communications media and technology that is used.*

## 4 Scheduled meetings

*Complete one block of the following table for each type of regular meeting, e.g. Sub-project, Subcontractor, Project, Change board, Project steering committee, Executive steering committee.*

<b>Meeting</b>	<i>Provide a short, meaningful title for the meeting.</i>
<b>Purpose</b>	<i>Briefly define the objectives of the meeting.</i>
<b>Location</b>	<i>Specify where the meeting is held.</i>
<b>Frequency</b>	<i>Specify how often the meeting is held, the day and start time, and the planned duration.</i>
<b>Chairperson</b>	<i>Name the person who runs the meeting.</i>
<b>Minutes by</b>	<i>Name the person who takes the minutes.</i>
<b>Attendees</b>	<i>Name all the other regular attendees.</i>
<b>Agenda</b>	<i>List the standard agenda items.</i>
<b>Minutes copied to</b>	<i>Name anyone other than the attendees who receives a copy of the minutes.</i>
<b>Media</b>	<i>Specify how the minutes are produced and distributed.</i>

## 5 Reporting

*Complete one row of the following table for each type of regular report; for example, Individual, Subproject or Team, Subcontractor, and Project status reports.*

<b>Report</b>	<i>Name the work product</i>
<b>Purpose</b>	<i>Briefly define the objectives of the report.</i>
<b>Frequency</b>	<i>Specify how often and when the report is produced.</i>
<b>Author</b>	<i>Name the person who writes the report.</i>
<b>Distributed to</b>	<i>Name the people to whom the report is distributed.</i>

<b>Media</b>	<i>Specify how the report is produced and distributed.</i>
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## **6 Other communications**

*Describe any other planned communications such as:*

- *News bulletins to all the people impacted by the project*
- *Presentations to senior management*

## **7 Schedule**

*Attach a Gantt chart, prepared with a suitable project planning tool, that shows the activities and timeframes to implement the plan.*

## **8 Assumptions, dependencies and risks**

### **8.1 Assumptions**

*List any important assumptions upon which the plan is based.*

### **8.2 Dependencies**

*List any important factors upon which the plan depends.*

### **8.3 Risks**

*List any important risks inherent in the plan.*

## **9 Costs**

*Itemize any costs not accounted for in any other plan that must be incurred to implement the communications management plan.*