Communications management plan

for

PROJECT / SUB-PROJECT	Training Subproject of the Rest Easy Hotel's Improvement Project
PROJECT / SUB-PROJECT MANAGER	Student

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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 and reporting, and the other communications activities that take place during the project.

Its purpose is to help ensure that all the 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.

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

5 Reporting

Complete one block of the following table for each type of regular report, e.g. Individual, Sub-project/team, Subcontractor and Project status reports.

REPORT	*Name the report*
Purpose	*Briefly define the objectives of the report*
Frequency	*Specify how often and when the report is produced*
Author	*Name the person who writes the report*
Distributed to	*Name the people to whom the report is distributed*
Media	*Specify how the report is produced and distributed*
Reference to	*Indicate if any specific procedure has been defined for reporting*

6 Other communications

Complete one block of the following table for each type of other regular communication

Name of the communication	*Short name of the other type of communication*
Description	*Describe other planned communications such as news bulletins, senior presentations or periodic information flow meetings.*
Audience	*The audience for whom the information is intended, such as the project team, IBM management, etc.*
Frequency	*Timing of information delivery.*
Media	*Description of media to be used, such as face-to-face meeting, conference call, e-mail, team room, or written report.*

7   Schedule

Attach a Gantt chart, prepared with a suitable project planning tools, showing the activities and timescales 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.