Communications Management Plan

The Communications Management Plan defines who needs what information, in what format, how often, and through which channel. The PMBOK 8th Edition emphasises two-way, active communication rather than one-way broadcasting. Over-communication is as problematic as under-communication - focus on quality, not quantity.

PMBOK 8 Context

This template supports the Stakeholders performance domain in the PMBOK Guide, 8th Edition, aligned with the principle of Stakeholder Engagement.

Guidance Notes

- Tailor communication frequency and format to each stakeholder group.
- Establish clear feedback mechanisms - communication should be two-way.
- Document communication channels and tools to avoid duplication.
- Review the plan at each phase gate and update as stakeholder needs change.
- Number of communication channels = N x (N-1) / 2 where N is the number of stakeholders.

PROJECTS101 ACADEMY

Communications Management Plan

Defines who gets what information, when, and how

Project Title:		Date Prepared:	
Project Manager:		Project Sponsor:	
Version:		Status:	

PMBOK Guide - 8th Edition Alignment

Focus Area: Planning | Performance Domain: Stakeholders | Principle: Stakeholder Engagement

Communication Item	Audience	Purpose	Format / Medium	Frequency	Owner	Distribution Method	Feedback Mechanism
Project Status Report	Sponsor, Steering Committee	Progress update	Report / Email	Weekly	PM	Email	Reply / Meeting
Team Status Meeting	Project Team	Coordination	Meeting	Weekly	PM	Video Call	Discussion
Steering Committee Update	Executives	Governance	Presentation	Monthly	PM	Meeting	Decisions
Risk and Issues Update	PM, Sponsor, CCB	Risk oversight	Register / Report	Bi-weekly	PM	Email	Review Meeting
Change Notifications	All Stakeholders	Inform of changes	Email	As needed	PM	Email	Reply
Lessons Learned	All Team Members	Continuous improvement	Workshop	End of Phase	PM	Workshop	Survey

Communication Technology and Standards

Primary Communication Tools:	
Document Repository:	
Meeting Platform:	
Communication Constraints:	
Language and Accessibility Requirements:	
Escalation Communication Path:	

How to Use This Template

- Tailor communication frequency and format to each stakeholder group.