## Communications PLAN

[List communications and reporting requirements (both internal and external). Add/delete rows as required.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audience | Format | Purpose/Description  | Frequency | Responsibility |
| Examples: |  |  |  |  |
| Project Manager | Issues Log | File notes recorded in **[insert project management app, e.g. Teamwork]** | As required | Project Team |
| Project Sponsor | Status Update | Verbal update as part of work plan meeting | Monthly | Project Manager |
| Board | Status Update | Verbal update as part of Board meeting | As required | Project Manager |
| Members | Media ReleaseMail out | Email notification of resource launchMail out of project resources | As required | Project Manager |
| Funder | Progress ReportFinal Report | Formalised report using external templateFormalised report using external template | QuarterlyAnnually | Project ManagerProject Manager |