# Communications Plan

Project Name

1.0 Communications Matrix

This section outlines the formal communication and reporting requirements for the project stakeholders. It includes the nature of the communication required, the frequency, and the level of detail. The “Owner” of the specific communication ensures the materials are up-to-date.

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Objective of Communication</th>
<th>Medium</th>
<th>Frequency</th>
<th>Audience</th>
<th>Owner</th>
<th>Deliverable</th>
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</thead>
</table>
| Kickoff Meeting    | Introduce the project team and the project. Review project objectives and demo functionality of the software. | Face to Face | Once      | Entire Project Team | Owner(s)  | • Agenda
                          | Review project objectives and demo functionality of the software.                          |             |           |                               |           | • Meeting Minutes          |
| Weekly Project Team Meetings | Review status of the project with the team. Standing agenda will include:  
1) Status of active tasks and ETA on completion  
2) Review upcoming tasks and ensure team is on track to start new tasks as planned  
3) Discuss any risks/issues | Face to Face, Conference Call | Weekly    | Core Project Team | Owner(s)  | Updated Project Plan |
| Executive Steering Committee Meetings | Report on the status of the project to management. Standing agenda will include:   
1) Status of University rollout  
2) Status of Med Center Upgrade  
3) Review Key Risks/Issues  
4) Review / Approve Scope Changes (if applicable) | Face to Face | Monthly   | Steering Committee | Owner(s)  | Agenda
                          | Review status of the project with the team. Standing agenda will include:  
1) Status of active tasks and ETA on completion  
2) Review upcoming tasks and ensure team is on track to start new tasks as planned  
3) Discuss any risks/issues |             |           |                   |           | Meeting Minutes          |
| Project Status Reports | Report the status of the project including accomplishments from last week, planned activities for next week, key risks and issues. | Email       | Weekly    | Entire Project Team | Owner(s)  | Project Status Report |
| Project Closure Notification | Official Closure – PM disengages |             | Once      | PMO/Team        | PM        |                              |
| Lessons Learned Meeting | Organizational learning and continuous improvement | Meeting     | Once      | Team            | PM        |                              |