

Project Communication Plan

Project Title:

Project Leader:

Communication Purpose	Primary Message (bullet)	Audience/Motivation	Frequency	Vehicle	Who Develops	Who Delivers
What is the purpose of this communication (e.g., status report, deliverable update)?	What is the content of this communication (e.g., summary of project status, update on project deliverables)?	Who needs to be informed (e.g., ITHS Staff, WWAMI region investigators, etc.)? Why should they care?	How often will this type of communication occur?	What is the format (e.g., email, meeting, SharePoint, etc.)?	What do you want to get out of it (i.e., the goal)?	Who is delivering this communication to occur?