

## IT599: Communication Plans

This part of project documentation is to ensure that all stakeholders know who, what, when, where, why, and how meetings are to take place.

Consider the headings in the examples below and create your own table with suitable content per the instructions. There is also a link in the Reading section of the unit to provide additional information.

### Example 1.

Purpose	Participants	Location	Frequency	Records/Followup
Regular updates	PM, tech team, CEO	WebX	Every Monday	PM, post same day
Escalation of issues	PM, programmers	Conference Room A	As needed	Programming lead

### Example 2.

Stakeholders	Purpose/Deliverable	Priority	Location or Method	Frequency
Network team	Physical layout discussion	High	Build site	8 am daily Mon through Thurs
All stakeholders	Regular updates	High	Email	EOB Mon, Wed, Fri
PM, Accounting	Budget updates, vendor payments	Medium	Room 42	As needed

### Example 3.

Need/Purpose	Leader	Required	Optional	Location	Frequency
Status meetings	PM	Everyone		Room 320	Fridays 1 pm
Purchasing updates	PM	PM, team leaders	Accounting	Room 320	As needed