

Communication Plan Outline

Consulting Project

1. Objectives

- Define purpose of project communications
- Align project team and stakeholders on goals and updates

2. Stakeholder Analysis

Stakeholder	Role	Information Needs
Client Sponsor	Decision Maker	Milestones, Risks, Key Decisions
Project Team	Execution	Tasks, Progress Updates
End Users	Receivers of Output	Training, Changes, Benefits

3. Communication Methods & Tools

- Email
- Virtual Meetings
- Reports / Dashboards
- Instant Messaging
- Workshops

4. Communication Schedule

Channel	Audience	Frequency	Owner
Project Update Email	All Stakeholders	Weekly	Project Manager
Steering Committee Meeting	Client Sponsor, Leadership	Bi-Weekly	Lead Consultant
Team Standup	Project Team	Daily	Team Lead

5. Feedback & Escalation Process

- Feedback channels: Surveys, Meetings, Direct Feedback
- Escalate issues via project manager to executive sponsors as needed

6. Approvals & Documentation

- Document key decisions and meeting minutes
- Share documents in common project repository
- Obtain approvals from designated stakeholders

7. Review & Update Schedule

- Review communication plan at major project milestones
- Update plan as project needs evolve