

Consulting Project Communication Plan Outline

1. Project Information

- **Project Name:**
- **Client:**
- **Project Manager:**
- **Date:**

2. Communication Objectives

- Ensure stakeholders are informed and engaged throughout the project lifecycle.
- Promote collaboration between project team and client.
- Reduce risks related to miscommunication.

3. Stakeholder Analysis

Stakeholder	Role/Interest	Communication Needs

4. Communication Methods & Tools

- Email
- Project Management Software
- Meetings (Virtual/In-person)
- Reports & Documentation
- Instant Messaging/Chat

5. Communication Schedule

Type	Frequency	Audience	Owner	Format
Kick-off Meeting	Once	All Stakeholders	Project Manager	Meeting Agenda/Minutes
Progress Update	Weekly	Core Team, Client	Project Lead	Email/Report
Status Report	Bi-weekly	Client	PMO	Report

6. Escalation Process

1. Identify issue and inform project manager.
2. Assess impact and document details.
3. Escalate to client or steering committee as needed.
4. Communicate resolution and actions.

7. Communication Protocols

- Response time expectations (e.g., 24 hours for internal, 48 hours for client).
- Document version control practices.

- Confidentiality and data sensitivity guidelines.

8. Review & Updates

- Review communication effectiveness at key milestones.
- Update the plan as needed based on feedback.