

|  |
| --- |
| **<Project Name>** Project Team Communications (M108) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **PlanView Number:** |  |
| **Project Sponsor:** |  | **Project Size:** |  |
| **Project Director:** |  | **Project Start Date:** |  |
| **Project Manager:** |  | **Project End Date:** |  |

*Complete the Project Team Communications at the beginning of the project. Using the table below, outline and establish the up-front communication expectations regarding report ownership, content, audience, and timing. If an area is not applicable, leave it in the template, but put “N/A” (Not Applicable) in both the “Assigned To” and “Recipient” columns. Delete this instructional paragraph from your final draft.*

| **Report** | **Frequency** | **Topics** | **Assigned To** | **Recipients** |
| --- | --- | --- | --- | --- |
| Team Status Reports | Weekly | * Major events and accomplishments in the past week
* Open issues impacting work effort
* Slipping tasks
* Upcoming week’s key events
* Dependencies impacting next week’s work effort

(Source - Lotus Notes Status Report DB) |  |  |
| Project Team Meetings - Agendas and Minutes | Weekly | * Review of project schedule/plan and deliverables status
* Review of project issues, risks, changes status
* Review of action items
 |  |  |
| Project Stakeholder Meetings-Agendas and Minutes | Weekly and/or Monthly | * Review of over-all project schedule/plan
* Summary of accomplishments
* Summary of project issues, risks, scope changes
 |  |  |
| Effort Tracking – Project Summary | Monthly | * Actual hrs. vs. estimates
* By division
* By unit
* By phase
* Earned value

(Source: PlanView) |  |  |
| Effort Tracking | Weekly | * Actual hrs. vs. estimates
* Per division
* By unit
* By phase
* Earned value

(Source: PlanView)  |  |  |
| Summary Budget Reporting | Monthly | * Actual $’s vs. budgets
* By division
* By unit
* By phase
* Earned value in $
* Budget projections
* A/P encumbrances

(Source: Data Warehouse, ODS) |  |  |
| Budget Tracking | Monthly | * Actual $’s vs. budgets
* By division
* By unit
* By phase
* Earned value in $
* Budget projections
* A/P encumbrances

(Source: Data Warehouse, ODS) |  |  |
| Issue/Risks/Change/Scope Tracking | Weekly | * By priority
* By division
* Overdue tasks

(Source: PM Project Control Spreadsheets or Lotus Notes Issues Database) |  |  |
| Identification of critical path Items and Status (from Project Plan) | Weekly  | * Tasks
* Dependencies
* Status
 |  |  |
| Release Meeting High-level Status Reports | Weekly | * Metrics for tasks/phases 3 months out
 |  |  |
| High-level Status Report | Quarterly at project onset;Reduce to monthly as upgrade nears completion | * High-level effort tracking
* High-level budget status
* Issues
* High-level critical path items and status
 |  |  |

*Document Change Control is a fixed section of all project management document templates. This section tracks the revision history of the template and indicates the most current version in effect. Include this section, as is, in your final document as a separate, last page. Delete this instructional paragraph from your final draft.*

*Internal Use Only*

**Document Change Control**

**Project Communication Plan (M108)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Date** | **Revision Author** | **Description** |
| 1.0 | 11/15/07 | PSM-KS | Version approved for use. |
| 2.0 | 04/26/08 | PSM-KS | Converted to .docx format; added file path to footer. |
| 2.1 | 8/27/10 | PSM-KS | Updated to include references to ITS |
| 3.0 | 12/8/10 | PSM-EPPMO | Updated deliverable name from Project Communication Plan to Project Team Communications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*This document is owned and maintained by ITS Process and Service Management, Project Support. Any changes to template format and content must adhere to departmental document management standards.*