

COMPLETED EXAMPLE

PMM Interactive Flow

Project Communication Plan (M108)

Project Name:	PMM Interactive Flow	PlanView Number:	
Project Sponsor:		Project Size:	
Project Director:		Project Start Date:	9/19/07
Project Manager:	Cristine Little	Project End Date:	12/17/07

Report	Frequency	Topics	Assigned To	Recipients
Team Status Reports	Weekly	<ul style="list-style-type: none"> 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) 	Team Members	Project Manager Project Lead
Project Team Meetings - Agendas and Minutes	Weekly	<ul style="list-style-type: none"> Review of project schedule/plan and deliverables status Review of project issues, risks, changes status Review of action items 	Project Administrator	Project Team
Project Stakeholder Meetings-Agendas and Minutes	Weekly and/or Monthly	<ul style="list-style-type: none"> Review of over-all project schedule/plan Summary of accomplishments Summary of project issues, risks, scope changes 	Project Administrator	Project Manager Project Sponsor Business & Technical Process Owner(s)
Effort Tracking- Project Summary	Monthly	<ul style="list-style-type: none"> Actual hrs. vs. estimates <ul style="list-style-type: none"> By division 	Project Administrator	Project Manager Project Lead

Report	Frequency	Topics	Assigned To	Recipients
		<ul style="list-style-type: none"> ○ By unit ○ By phase ● Earned value (Source: PlanView) 		Project Sponsor Business & Technical Process Owner(s)
Effort Tracking	Weekly	<ul style="list-style-type: none"> ● Actual hrs. vs. estimates <ul style="list-style-type: none"> ○ Per division ○ By unit ○ By phase ● Earned value (Source: PlanView) 	Project Administrator	Project Manager Project Lead Project Sponsor Business & Technical Process Owner(s)
Summary Budget Reporting	Monthly	<ul style="list-style-type: none"> ● Actual \$'s vs. budgets <ul style="list-style-type: none"> ○ By division ○ By unit ○ By phase ● Earned value in \$ ● Budget projections ● A/P encumbrances (Source: Data Warehouse, ODS) 	Project Manager	Project Sponsor Business & Technical Process Owner(s)
Budget Tracking	Monthly	<ul style="list-style-type: none"> ● Actual \$'s vs. budgets <ul style="list-style-type: none"> ○ By division ○ By unit ○ By phase ● Earned value in \$ ● Budget projections ● A/P encumbrances (Source: Data Warehouse, ODS) 	Project Manager	Project Sponsor Business & Technical Process Owner(s)
Issue/Risks/Change/Scope Tracking	Weekly	<ul style="list-style-type: none"> ● By priority ● By division 	Project Administrator Project Team	Project Manager Project Lead

Report	Frequency	Topics	Assigned To	Recipients
		<ul style="list-style-type: none"> Over due tasks (Source: PM Project Control Spreadsheets or Lotus Notes Issues Database) 		Project Team
Identification of critical path Items and Status (from Project Plan)	Weekly	<ul style="list-style-type: none"> Tasks Dependencies Status 	Project Administrator	Project Manager Project Lead
Release Meeting High-level Status Reports	Weekly	<ul style="list-style-type: none"> Metrics for tasks/phases 3 months out 	Project Manager	Project Sponsor Business & Technical Process Owner(s)
High-level Status Report	Quarterly at project onset; Reduce to monthly as upgrade nears completion	<ul style="list-style-type: none"> High-level effort tracking High-level budget status Issues High-level critical path items and status 	Project Manager	Project Sponsor Business & Technical Process Owner(s) Project Team

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**Document Change Control
Project Communication Plan (M108)**

Version Number	Date	Revision Author	Description
1.0	11/07/07	SS-KS	Draft submitted for review.

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