

Communications Plan

Project Name



Office of the

Chief Information Officer

1.0 Communications Matrix

This section outlines the formal communication and reporting requirements for the project stakeholders. It includes the nature of the communication required, the frequency, and the level of detail. The “Owner” of the specific communication ensures the materials are up-to-date.

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverable
Kickoff Meeting	Introduce the project team and the project. Review project objectives and demo functionality of the software.	<ul style="list-style-type: none"> • Face to Face 	Once	<ul style="list-style-type: none"> • Entire Project Team 	Owner(s)	<ul style="list-style-type: none"> • Agenda • Meeting Minutes
Weekly Project Team Meetings	Review status of the project with the team. Standing agenda will include: <ol style="list-style-type: none"> 1) Status of active tasks and ETA on completion 2) Review upcoming tasks and ensure team is on track to start new tasks as planned 3) Discuss any risks/issues 	<ul style="list-style-type: none"> • Face to Face • Conference Call 	Weekly	<ul style="list-style-type: none"> • Core Project Team 	Owner(s)	<ul style="list-style-type: none"> • Updated Project Plan
Executive Steering Committee Meetings	Report on the status of the project to management. Standing agenda will include: <ol style="list-style-type: none"> 1) Status of University rollout 2) Status of Med Center Upgrade 3) Review Key Risks/Issues 4) Review / Approve Scope Changes (if applicable) 	<ul style="list-style-type: none"> • Face to Face 	Monthly	<ul style="list-style-type: none"> • Steering Committee 	Owner(s)	<ul style="list-style-type: none"> • Agenda • Meeting Minutes
Project Status Reports	Report the status of the project including accomplishments from last week, planned activities for next week, key risks and issues.	<ul style="list-style-type: none"> • Email 	Weekly	<ul style="list-style-type: none"> • Entire Project Team 	Owner(s)	<ul style="list-style-type: none"> • Project Status Report
Project Closure Notification	Official Closure – PM disengages	<ul style="list-style-type: none"> • 	Once	<ul style="list-style-type: none"> • PMO/Team 	PM	<ul style="list-style-type: none"> •
Lessons Learned Meeting	Organizational learning and continuous improvement	<ul style="list-style-type: none"> • Meeting 	Once	<ul style="list-style-type: none"> • Team 	PM	<ul style="list-style-type: none"> •

DATE