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|  | MEGA PROJECT COMMUNICATION PLAN | | | | | |  |  |  |
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|  | PROJECT INFORMATION | |  |  |  |  |  |  |  |
|  |  | **Project Name:** | |  |  | **Project Start:** | | |  |
|  |  | **Project Manager:** | |  |  | **Project End:** | | |  |
|  |  | **Project Budget:** | |  |  | **Project Reference:** | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | STAKEHOLDER ANALYSIS | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **Stakeholder Name:** John Smith | |  |  | **Stakeholder Name:** Emily Brown | | |  |
|  |  | **Stakeholder Role:** Project Sponsor | |  |  | **Stakeholder Role:** Project Team Member | | |  |
|  |  | **Information:** High-level project updates & reports | |  |  | **Information:** Task assignments, progress updates | | |  |
|  |  | **Communication:** Email, Monthly Meetings | |  |  | **Communication:** PM Software, Daily Stand-ups | | |  |
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|  |  | **Stakeholder Name:** Robert Green | |  |  | **Stakeholder Name:** Anna Martinez | | |  |
|  |  | **Stakeholder Role:** Project Consultant | |  |  | **Stakeholder Role:** Marketing Manager | | |  |
|  |  | **Information:** Technical, project milestones | |  |  | **Information:** Marketing strategies | | |  |
|  |  | **Communication:** Email, Bi-weekly Reports | |  |  | **Communication:** Weekly Meetings, Newsletters | | |  |
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|  | COMMUNICATION ROLES AND RESPONSIBILITIES | | |  |  |  |  |  |  |
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|  |  | **Project Manager:** Oversees and coordinates all communication activities for the project. Ensures that all stakeholders receive accurate, timely, and relevant information. The Project Manager is responsible for developing the communication plan, setting communication standards, and addressing any issues. | | | | | |  |  |
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|  |  | **Project Sponsor:** Provides strategic guidance and support through regular communication with the Project Manager and other stakeholders. The Project Sponsor reviews monthly reports, participates in key decision-making meetings, and ensures that communication aligns with the overall project objectives. | | | | | |  |  |
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|  |  | **Project Team Members:** Regularly communicate their progress, challenges, and updates to the Project Manager and other team members. They are responsible for participating in daily stand-ups, submitting status reports, and attending project meetings. Team members ensure that their communication is clear. | | | | | |  |  |
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|  |  | **Project Consultant:** Offers technical expertise and communicates key project milestones and updates to the Project Manager and relevant stakeholders. The Project Consultant provides detailed reports, participates in bi-weekly meetings, and ensures that all technical information is communicated effectively. | | | | | |  |  |
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|  | COMMUNICATION CHANELS WITH FREQUENCY | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **Email**: Weekly Updates | | | | | |  |  |
|  |  | **Project Management Software**: Daily Task Updates | | | | | |  |  |
|  |  | **Meetings**: Weekly Team Meetings, Monthly Stakeholder Meetings | | | | | |  |  |
|  |  | **Social Media**: Bi-weekly Posts & Monthly Newsletters | | | | | |  |  |
|  |  | **Reports**: Quarterly Progress Reports | | | | | |  |  |
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