Tools for Large Businesses

Level 3 Question 13: Our Core Focus is clear, and we keep our people, systems and processes aligned and focused on it.

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| **Title** | Communications Plan |
| **Why** | Keeping your whole organisation informed of what your strategies, valueas and initiatives are, is essential In order to build motivation and assure that everybody is on the same page throughout your growth jeurey. |
| **What** | A communication plan assures that you communicate consistently and adequate to alle key stakeholder groups, providing context for new initiatives and informing about the tus of the ompany |
| **How** | 1. Identify key stakeholders 2. Determine the frequency and channels use in the communication to each group. 3. Determine the format: Email, townhall, meeting etc. 4. Determine the Delivarable (Report, newsletter, presentation etc.) 5. Determine who is responsible for the communication. |
| **Template** | See next pages |

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| **Stakeholder** | **Communication Type** | **Description** | **Frequency** | **Format** | **Deliverable** | **Owner** |
| Project Sponsor, Team and Stakeholders | Weekly Status Report | E mail summary of project status | Weekly | E mail | Status Report | Project Manager |
| Project Team | Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Updated Action Register | Project Manager |
| Project Sponsor, Team, and Stakeholders | Monthly Project Review | Present metrics and status to team and sponsor | Monthly | In Person | Status and Metric Presentation | Project Manager |
| Project Team | Weekly Construction Status | Report outlining weekly progress and issues | Weekly | E Mail | Construction Status Update | Contractor Team Lead |
| Project Sponsor, Team and Stakeholders | Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Phase completion report and phase kickoff | Project Manager |
| Project Team | Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Technical Design Package | Project Manager |

Communication Management Example

Communications Managemnt template 2

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| **Communication** | **Method** | **Frequency** | **Goal** | **Owner** | **Audience** |
| Project status report | Email | Weekly | Review project status and discuss potential issues or delays | Project manager | Project team + project sponsor |
| Team standup | Meeting | Daily | Discuss what each team member did yesterday, what they'll do today, and any blockers | Project manager | Project team |
| Project review | Meeting | At milestones | Present project deliverables, gather feedback, and discuss next steps | Project manager | Project team + project sponsor |
| Post-mortem meeting | Meeting | At end of project | Assess what worked and what did not work and discuss actionable takeaways | Project manager | Project team |
| Task progress updates | TeamGantt | Daily | Share daily progress made on project tasks | Project manager | Project team |