

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.

Title	Communications Plan
Why	Keeping your whole organisation informed of what your strategies, values and initiatives are, is essential In order to build motivation and assure that everybody is on the same page throughout your growth journey.
What	A communication plan assures that you communicate consistently and adequately to all key stakeholder groups, providing context for new initiatives and informing about the status of the company
How	<ol style="list-style-type: none">1. Identify key stakeholders2. Determine the frequency and channels used in the communication to each group.3. Determine the format: Email, townhall, meeting etc.4. Determine the Deliverable (Report, newsletter, presentation etc.)5. Determine who is responsible for the communication.
Template	See next pages

Communication Management Example

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

Communications Managemnt template 2

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

