Sample Communications Plan

As a project manager, have a firm understanding on how and when communications will take place. This sample table should help.

Stakeholder	**Lead Communicator (from your team)**	**How?**	**When?**	**Notes**
Client – CEO (Chuck Smith)	Project Manager – Your Name	Email	Weekly update	Is away in Fiji Dec 10-20
Client – CFO (Frances Day)	Finance Manager – Their Name	By phone	As approvals required	Must send pre-completed approval forms over email after each call
Vendor – Easy Tables	Production Supervisor – Their Name	WhatsApp	On signing of contract and the week before the event	Take screenshots of WhatsApp chats to record key decisions/changes