

10 - Communications

Planning

Expert Judgment



Inputs

10.1 - Plan Communications Management

T&T

Outputs

The process of developing an appropriate approach and plan for project communications based on the information needs of each stakeholder or group, available organizational assets, and the needs of the project.



Project Charter

Resource management plan

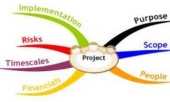
Stakeholder engagement plan

Requirements documentation

Stakeholder register

Project documents

Project Management Plan



Enterprise / Organization



Enterprise Environmental Factors



Organizational Process Assets

Communication management plan

Stakeholder Information	Frequency	Communication Method	Format
Steering Committee	High level information, steering committee meeting	Formal Meeting	Prepared 2 days before the meeting
Manager / IT	High level information, steering committee meeting	Formal Meeting or as needed	Formal Meeting or as needed
Manager / Business	High level information, steering committee meeting	Formal Meeting or as needed	Formal Meeting or as needed
Project Team	High level information, steering committee meeting	Formal Meeting or as needed	Formal Meeting or as needed

Stakeholder engagement plan



Project management plan updates

Project documents updates



Project schedule

Stakeholder register

Communication requirements analysis



Communication technology



Communication models



Communication methods



Interpersonal and team skills



Communication styles assessment

Political awareness

Cultural awareness

Data representation

Stakeholder engagement assessment matrix

Meetings

