

## Project Distribution Groups and Meetings Instructions

The Project Communications Plan describes how all the stakeholders will communicate with one another during the course of the project including the:

- sponsors
- project team members
- project manager
- members of the project's steering committee
- future users of the system or service

A written Project Communication Plan lets all project participants know:

- What information they will receive and in what format, and how frequently the information will be updated.
- What information they need to provide to whom and how frequently they need to provide it and in what format.
- What meetings will be held, who will participant in them, and how frequently they will be held.
- Where electronic versions of documents including project plans are stored.
- Who has access to what information.

The Project Communication Plan is prepared by the project manager in consultation with the stakeholders.

### A. General Information

Project Name – Enter the proper name used to identify this project.

Date Prepared – Enter the date this form is created or updated.

Prepared By – Enter the name of the person preparing this plan.

Version – Enter the version number of the plane or “final”.

### B. Distribution Groups

Identify the groups of participants that will be receiving information during the course of the project. For each group, identify the names of the participants, the kinds of information they will receive, and the email address of each group member.

Group Name – Enter the names of the groups that will need to receive information. Example names have been included in the template but may be modified to meet the specific needs of the project.

Names of Group Participants – List the names of all the individuals that will be participating in the group. Example names have been included in the template but may be modified to meet the specific needs of the project.

Information Needs – Describe the kinds of information that members of this group need to receive.

Mailing List Address – Enter the email address of each group participant.

**C. Documents and Meetings**

Identify and describe the types meetings that will be held including who will plan and lead each meeting, who will participate and how frequently the meeting(s) be held. Identify and describe the types of reports that will be generated. Include who will prepare and receive the report(s) as well as how frequent and in what format the report will be distributed.

Document or Meeting Title – Provide a brief title describing the meeting or report. Example names have been included in the template but may be modified to meet the specific needs of the project.

Purpose – Provide a short description of the purpose of the document or meeting.

Document Preparer or Meeting Leader – List the names of the individuals who will be responsible for preparing the document or leading the meeting.

Information Contributors – List the names of the individuals who will be responsible for providing information. For each contributor, indicate the kinds of information they are providing.

Group Name – List the names of the groups from Section B that will be receiving the document(s) or participating in the meeting(s).

Frequency – Indicate the document distribution and or meeting frequency.

Distribution Method / Location – Indicate how the report will be distributed (e.g., mailing list). Identify the repository for this information.