## Communications Plan Matrix

By describing the communications events in as much detail as possible, you can help your team members complete the events on time.

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| --- | --- | --- | --- | --- | --- |
| **ID** | **Event** | **Description©** | **Purpose** | **Frequency** | **Date(s)** |
| 3 | Project Team Meeting | Meeting involving all team members to discuss the work in-progress / recently completed / coming up | To keep the team informed of the project status and ensure that issues, risks, or changes are raised early on | Weekly | *xx/yy/zz* |
| 4 | Project Board Meeting | Formal meetings held with the Project Board to assess the overall status of the project | To determine whether the project has been completed and met the final requirements of the customer | End of project | *xx/yy/zz* |
| 5 | Phase Review Meeting | Formal meeting held at the end of each phase to determine whether the quality of the deliverables produced is satisfactory | To control the progress of the project through each phase in the life cycle to boost its chance of success | End of each major phase | *xx/yy/zz* |
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## Communications Responsibilities

Complete the following responsibilities matrix. In this matrix, list each of the people responsible for the communications events above and describe their *responsibilities* in taking part in these events using the key provided. The table has been partly completed for the above project example.

**Key:**

A = *Accountable* for communication event (as marked in green)

R = *Receives* communications materials and takes part in meetings (as marked in yellow)

M = *Monitors* communications process and provides feedback (as marked in orange)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Project Sponsor** | **Project Manager** | **Project Leader** | **Project Member©** | **Quality Manager** | **Procurement Manager** | **Communications Manager** | **Profit Office Manager** | **Other Project Resource** | **Other External Body** |
| 3 |  | A | R | R | R | R | M | R | R |  |
| 4 | A | R | R |  |  |  |  | M |  |  |
| 5 | A | R | R | R | M |  |  |  |  |  |
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