HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Communication Plan. The information for the Communication Plan will be found within the DP Process of the PRINCE2 Manual. There is also a Product Description for the Communication Plan at Appendix A of the PRINCE2 Manual.

Information for the Communication Plan is derived from the Project Board, Project Brief, Project Quality Plan and Project Approach.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the whole Communication Plan Document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

Saving the Communication Plan Document under its own name

Save the Communication Plan by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Communication Plan Document is completed check the document against the following Quality Criteria:

- Have all the listed derivation sources been checked?

- Have all stakeholders been identified and their communication requirements defined?

- Is there agreement from all interested parties about the content, frequency and method?

- Has a common standard been considered?

- Has time to carry out the identified communications been allowed for in Stage Plans?

PROJECT DOCUMENTATION

COMMUNICATION PLAN

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1   Communication Plan History

1.1   Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location

1.2   Revision History

Date of this revision:
Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3   Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2   Table of Contents

Communication Plan

3   Purpose

[To define all parties with an interest in the project and the means and frequency of communication between them and the project]

4   Interested Parties

[For example; stakeholders, accounts staff, user forum, internal audit, quality assurance]

5   Information Required

6   Information Provider

7   Communication

7.1   Communication Frequency

7.2   Communication Method