**Communications Plan Template for Recreation and Wellness Intranet Project**

**3.1.8. Communications Plan**

1. Introduction (*basic purpose of the CMP*)

2. Collection and filing structure for gathering and storing project information

3. Distribution structure (what information goes to whom, when, and how)

4. Format, content, and level of detail of key project information

5. Roles and responsibilities with regard to the CMP

6. Technologies (resources), access methods, and frequency of communications

7. Method for updating the communications management plan

8. Escalation procedures

9. Stakeholder communications analysis (*See Figure 10-1 on page 415*)

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| --- | --- | --- | --- | --- |
| **Stakeholders** | **Document Name** | **Document Format** | **Contact Person** | **Due Date** |
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| **Comments:**  |

10. Glossary of terms