

COMMUNICATION MATRIX — Project Communication Plan

Template T-18 · Chapter 11: Communication Management · radimkaufmann.com

Project		PM / Comms Owner		Version / I
---------	--	------------------	--	-------------

Format: Report · Email · Meeting · Dashboard · Presentation · Call | Channel: Email · Teams · Slack · SharePoint · In-Person · Video Call | Feedback: Yes = two-way communic

ID	Communication / Event	Purpose	Audience / Recipients	Frequency	Format	Channel	Owner	Timing	Feedback Required ?
----	-----------------------	---------	-----------------------	-----------	--------	---------	-------	--------	---------------------

ROUTINE STATUS COMMUNICATIONS

C-01	Weekly Status Report	Inform stakeholders of progress, issues, risks	PM, Sponsor, Customer	Weekly	Report (PDF)	Email	PM	Every Monday 09:00	Yes
C-02	Daily Stand-up	Team synchronization — progress, blockers	Project Team	Daily	Meeting	Video Call / In-Person	PM	09:00 daily	No
C-03	Bi-weekly Team Meeting	Detailed progress review, decisions, alignment	Full Project Team	Bi-weekly	Meeting	In-Person / Teams	PM	Every 2nd Wednesday	Yes
C-04	Monthly Executive Report	High-level status for leadership decision-making	Executive Sponsor, Steering Committee	Monthly	Presentation	In-Person	PM	Last Friday of month	Yes

STAKEHOLDER COMMUNICATIONS

C-05	Customer Progress Call	Customer alignment — scope, schedule, open issues	Customer Representative, PM	Weekly	Meeting	Video Call	PM	Every Tuesday 14:00	Yes
C-06	Vendor Review Meeting	Vendor performance, SLA tracking, escalations	PM, Vendor PM	Monthly	Meeting	Video Call / In-Person	PM	1st Monday of month	Yes
C-07	Steering Committee Update	Strategic decisions, budget approval, risk escalation	Steering Committee, Sponsor, PM	Monthly	Presentation	In-Person	PM	Last Thursday of month	Yes
C-08	Stakeholder Newsletter	General awareness update for wider audience	All Stakeholders	Monthly	Email	Email	Change Mgr	1st week of month	No

MILESTONE & EVENT COMMUNICATIONS

C-09	Project Kick-off Meeting	Formally launch project; align all parties on plan	All Stakeholders	Once	Meeting	In-Person	PM	Project Week 1	Yes
C-10	Quality Gate Review	Formal gate assessment before phase transition	PM, Sponsor, PMO, Customer	Per gate	Presentation	In-Person	PM	End of each phase	Yes
C-11	Risk Review Session	Update risk register; review mitigation status	PM, Risk Owners, Team	Bi-weekly	Meeting	Teams	PM	Every 2nd Friday	Yes
C-12	Change Request Communication	Inform affected parties of approved changes	All impacted stakeholders	Ad-hoc	Email + Report	Email	PM	Within 24hrs of approval	Yes

CLOSURE COMMUNICATIONS

C-13	Acceptance Notification	Formal notification of PAC/FAC acceptance	<i>Customer, Sponsor, Team</i>	Milestone	Email + Report	Email	PM	Upon acceptance	No
C-14	Lessons Learned Workshop	Capture lessons for organizational learning	<i>Full Project Team</i>	Once	Meeting	In-Person	PM	Week before closure	Yes
C-15	Project Closure Report	Final summary — scope, cost, schedule, lessons	<i>All Stakeholders</i>	Once	Report	Email	PM	Project close date	No

COMMUNICATION SUMMARY

Total Items	18	Two-way	11	Daily/Weekly	3	PM Owned	14	Milestone	4
-------------	-----------	----------------	-----------	---------------------	----------	-----------------	-----------	------------------	----------

From "Project Management: From Initiation to Closure" by Radim Kaufmann · radimkaufmann.com · Free download · Review and update this plan at each project ph.



Date

ation required

Notes



Use T-20 template

15 min max; Scrum format

Use T-19 Minutes template

RAG status summary



Record action items

Attach KPI report

Decision log mandatory

Max 1 page; plain language



Use agenda template

Gate criteria checklist

Use T-15 / T-16

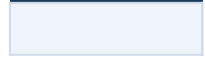
Use T-24 Change Request



*Attach signed
PAC/FAC*

Use T-26 template

Use T-27 template



ase