Communication Plan

Communication Plan *Guide*

A guide to completing the Communication Plan

Strategic Capital, Infrastructure and Projects

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Communication Plan

Project Information

Project Information will be supplied by Strategic Capital, Infrastructure and Projects

Version Control

Document all changes to the document from the initial draft version (Version 0.1).
Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).
Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).

Stakeholder Engagement Program

A table with project stakeholders, what their interest is in this particular project, what their influence in the decision making process is for the project, the level of activity expected from this person and the proposed engagement approach for each identified stakeholder.

Engagement Strategy

The strategy for engagement will include the stakeholders involved, what the project action will be, at what stage in the project will this information be shared, who is responsible, and how often will the person responsible meet with the stakeholder.

Stakeholder Engagement Schedule of Events

This table indicates the type of information to be shared, when and where. For example, the project manager would provide the business sponsor with the Project Plan at 1:1 meetings, send draft copies via email for feedback and include the sponsor when sharing the document with the stakeholder reference group. The outcome would be that the sponsor has a full understanding of what is being proposed in the plan.

Training Strategies

A table detailing stakeholder training strategies including indicating ongoing training requirements after the project ends.

Format indicates type of training: class room, online, streaming media, seminar, etc.

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1   Project Information

Project Information will be supplied by Strategic Capital, Infrastructure and Projects

1.1.   Project Number

1.2.   Project Name

1.3.   Date

1.4.   Project Ownership

1.5.   Project Contacts

	Name	Position	Phone	Email
Primary				
Other				
Other				

1.6.   Project Approval

1.7.   Document Path

2 Version Control

Version Number	Date	Reason/Comments/Approval

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3 Stakeholders / Roles / Responsibilities

Name	Organisation/Title	Responsibility	Number	Email
Dean	Dean (school)	Senior Stakeholder		

This is a generic table of the list of stakeholders, what their role is in the organisation and their project responsibility.

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4   Stakeholder Engagement Program

Stakeholder	Interests in project	Influence on decisions H/M/L	Activity	Proposed engagement approach
Dean	• *Ensure the outcome meets the needs of the teaching staff and student needs.*	*High*	• *Essential to maintain support.*	• *Plan briefing by Project Manager to Dean* • *Dean part of stakeholder reference group when required*

A table with project stakeholders, what their interest is in this particular project, what their influence in the decision making process is for the project, the level of activity expected from this person and the proposed engagement approach for each identified stakeholder.

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5 Engagement Strategy

Stakeholder	Action	Timing	Frequency	Costs	Actioned By
(Who are you informing &/or selling the service to?)	(When is the engagement? What is the method? What do you need to do? What steps are involved?)	(What time in the project?)	(How often?)		(Who is responsible for actioning?)
Stakeholder1 / Group1	*Scope*	*Planning*	*Weekly*		*PM*
Dean of (school)	*Construction*	*Execution*	*Quarterly*		*PM*
	Procurement - Building	*Planning*	*Not required*		*PM*
	Procurement – Fit out	*Planning*	*Monthly*		*PM*
Stakeholder2 / Group2					
StakeholderN /GroupN					

The strategy for engagement will include the stakeholders involved, what the project action will be, at what stage in the project will this information be shared, who is responsible, and how often will the person responsible meet with the stakeholder.

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6 Stakeholder Engagement Schedule of Events

Stakeholder	Information to be Shared	Activity	Outcome
Dean of (school)	*Project Proposal*	*Stakeholder Reference Group Meeting* *1:1 Meeting* *Emails*	*Understanding of project objectives and scope*

This table indicates the type of information to be shared, when and where. For example, the project manager would provide the business sponsor with the Project Plan at 1:1 meetings, send draft copies via email for feedback and include the sponsor when sharing the document with the stakeholder reference group. The outcome would be that the sponsor has a full understanding of what is being proposed in the plan.

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7 Training Strategies

Audience	Type of Training	Action	Timing and Frequency	Costs	Actioned By
(Who are you training?)	(Will you be using class room, online, streaming media, seminar, etc?)	(What do you need to do, what steps are involved?)	(What time? How often?)		(Who is responsible for this action? Who will be doing the training?)
Stakeholder1 or Group1					
Stakeholder2 or Group2					
StakeholderN or GroupN					

A table detailing stakeholder training strategies including indicating ongoing training requirements after the project ends.

Format indicates type of training: class room, online, streaming media, seminar, etc