

Communication Plan

Project Members:

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1. Project Audiences

Audience	Participants	Stakeholder Interests	Expectations
Executive Sponsor ★	Michelle Majors, Development Manager Susan Ward, Development Associate	Project progress Project changes	Project is completed within budget and on time.
Partner/external team member	Sunshine Elliott, Volunteer, DFS Seattle	Project progress Application of project	Successful completion of project
PMCP Instructors ★	Phyllis Sweeney Bill Ellis Lismary de Lemos Clive Schuelein, Phil Larson, Gordon Gray Steve Markgraf	Project progress Application of Project Management tools and techniques	Successful completion of project Proper application of industry-standard tools and techniques
PMCP team ★	Katy Koenen Tricia Tolbert Michelle Tsau Fan Tsao Jaya Venkataraman	Project progress Application of project management techniques	Successful completion of project

★ - Indicates Key Stakeholders, whose approval is required for the project to go forward.

2. Communication Activities Calendar

Date	Activity	Interested Parties	Format	Supporting Documents
Recurring Weekly — Sundays	Review project progress and course deliverables	PMCP Team Partner	Meeting	Draft documents for the week's deliverables.
Recurring Weekly— Monday/Wednesday	PMCP Classes	PMCP Team	Class	Will depend on course requirements
As needed	Status Reports	PMCP Team Michelle Majors Sunshine Elliott	Email/phone	Project Status progress
December 21, 2007	Initial presentation meeting with DFS	PMCP Team Mandy Williams	Meeting	POS
December 31, 2007	Initial meeting with partner, Sunshine Elliott	PMCP Team Sunshine Elliott	Meeting	N/A
January 15, 2008 **	Project Kickoff	PMCP Team Sunshine Williams	Meeting	POS Draft Project Life Cycle Flexibility Matrix Communication and Feedback Plans Change Management

				Form Establish project team roles, rules, and responsibilities.
Recurring - Quarterly	Project Consultation	Phyllis Sweeney PMCP Team	Meeting	Project Notebook – will all appropriate content
April 11, 2008	Thank Donors	Project Team Dress for Success Sunshine Williams Donors	Mail	Thank you notes to donors
May 21, 2008	PMCP team presentation	PMCP Team PMCP Instructors PMCP Classmates	Class	Project Presentation
June 1, 2008**	Project Close-out feedback	PMCP Team Dress for Success Board Sunshine Williams	Email	Close-out feedback form

** Indicates tentative items.