

# COMMUNICATION PLAN EXAMPLES

As with most things in project leadership, there are several ways to pull together a communication plan. You know your team and stakeholders best, so how you organize the details is up to you. Just be sure your communication plan is easy to understand.

These examples show you 3 different ways to structure the same communication plan. The great news is, all 3 versions are included in the Communication Plan Template download.



## SIMPLE MATRIX COMMUNICATION PLAN EXAMPLE

Sometimes it's easiest to list all your communications as they come to mind, and that's what this example is made to do! As you figure out your communication needs, add them to this template, and be sure to fill out all the fields to make things crystal clear.

THE Art & Science OF LEADING PROJECTS						Simple Matrix
Communication	Method	Frequency	Goal	Owner	Audience	
Project status report	Email	Weekly	Review project status and discuss potential issues or delays	Project manager	Project team + project sponsor	
Team standup	Meeting	Daily	Discuss what each team member did yesterday, what they'll do today, and any blockers	Project manager	Project team	
Project review	Meeting	At milestones	Present project deliverables, gather feedback, and discuss next steps	Project manager	Project team + project sponsor	
Post-mortem meeting	Meeting	At end of project	Assess what did and did not work and discuss actionable takeaways	Project manager	Project team	
Task progress updates	TeamGantt	Daily	Share daily progress made on project tasks	Project manager	Project team	

THE ArtScience OF LEADING PROJECTS					By Channel
Communication	Frequency	Goal	Owner	Audience	
<b>Email</b>					
Project status report	Weekly	Review project status and discuss potential issues or delays	Project manager	Project team + project sponsor	
<b>Meetings</b>					
Team standup	Daily	Discuss what each team member did yesterday, what they'll do today, and any blockers	Project manager	Project team	
Project review	At milestones	Present project deliverables, gather feedback, and discuss next steps	Project manager	Project team + project sponsor	
Post-mortem meeting	At end of project	Assess what did and did not work and discuss actionable takeaways	Project manager	Project team	
<b>TeamGantt</b>					
Task progress updates	Daily	Share daily progress made on project tasks	Project manager	Project team	

## COMMUNICATION PLAN EXAMPLE BY CHANNEL

Projects often require several modes of communication, and it can be confusing for folks to know the best way to get their message out. Listing communications by channel sets clear guidelines for how to send certain types of messages—and makes it easier to get everyone on the same page or app. 😊

## COMMUNICATION PLAN EXAMPLE BY AUDIENCE

Sometimes you just want people to focus on what they're accountable to, and this communication plan format does just that. First, identify your project's groups (typically the team, stakeholders, and partners). Then list the communications each group will be part of so they know exactly what to expect.

THE ArtScience OF LEADING PROJECTS					By Audience
Communication	Frequency	Goal	Owner	Method	
<b>Project team</b>					
Project status report	Weekly	Review project status and discuss potential issues or delays	Project manager	Email/Meeting	
Team standup	Daily	Discuss what each team member did yesterday, what they'll do today, and any blockers	Project manager	Meeting	
Task progress updates	Daily	Share daily progress made on project tasks	Project manager	TeamGantt	
Project review	At milestones	Present project deliverables, gather feedback, and discuss next steps	Project manager	Meeting	
Post-mortem meeting	At end of project	Assess what did and did not work and discuss actionable takeaways	Project manager	Meeting	
<b>Project sponsor</b>					
Project status report	Weekly	Review project status and discuss potential issues or delays	Project manager	Email/Meeting	
Project review	At milestones	Present project deliverables, gather feedback, and discuss next steps	Project manager	Meeting	

## HOW TO INCORPORATE A PROJECT COMMUNICATION PLAN IN TEAMGANTT

With TeamGantt, it's easy to put your communication plan into everyday practice. Here are just a few ways you can streamline and manage project communication using TeamGantt:

- Upload your communication plan, along with the scope document, to the project's *Files* tab.
- Add major meetings or presentations as milestones to your gantt chart.
- Collaborate with team members on project tasks, and share files using the *Comments* feature.
- Check in on tasks with team members using the *Request a progress update* feature.
- Share a PDF or view-only URL of your project so clients and stakeholders can stay up-to-date without getting bogged down by nitty-gritty project details.



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Ready to see just how quick and easy project management can be?  
[Give TeamGantt a free try today!](#)