

Communications Plan

Stakeholders		Project Plan	Status Meeting Minutes	Budget Report	Plan Testing Schedule	
Sponsor	(names go here)	X	X	X	X	
Contingency Planning Coordinator		X	X			
Assistant CPC			X			
Security Manager			X		X	
Facilities Manager			X			
Purchasing Manager			X			
Controller			X	X		
Data Processing Manager			X			
Telephone Systems Manager			X			

Form 1-4 – Sample Communications Plan