

Sample Project Communications Plan outline

I. Protocols

A. Meetings

1. Core management meetings
 - *Agenda*
 - *Format*
 - *Duration*
 - *Frequency*
 - *Rules / etiquette*
2. Core team meetings
 - *Agenda*
 - *Format*
 - *Duration*
 - *Frequency*
 - *Rules / etiquette*
3. FM / SH / SME meetings
 - *Agenda*
 - *Format*
 - *Duration*
 - *Frequency*
 - *Rules / etiquette*

B. Status reports

1. Content
2. Format
3. Frequency

C. Procedures

1. Remote / virtual / telecommuting work
2. Tool usage
3. Oral instructions vs. written correspondence
4. Collaborative authoring
5. Conflict resolution

II. Tools

- A. Office applications
- B. E-mail
- C. Instant messaging
- D. Discussion databases
- E. Blogs
- F. Websites
- G. Shared servers
- H. Voice mail
- I. Teleconferences
- J. Videoconferences
- K. Phone text messaging