projekt.pm

Communication Matrix

Who informs whom – about what, how and when?

PROJECT

Project	
As of	DD.MM.YYYY

COMMUNICATION PLAN

What	To whom	How	When	Who
Example: status report	*Steering committee*	*E-mail (PDF)*	*monthly*	*Project manager*
Example: regular team meeting	*Project team*	*Meeting*	*weekly*	*Project manager*

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