

# Communication Management Plan Version 1.0

## Date 3/27/19

**Project Name:** Mind Over Matter

### 1. Stakeholder communications requirements:

The sponsor is expecting the team to communicate with her in person and through emails weekly. The champion expects the team to present project progression during designated times. The project team is expecting all team members to meet weekly to work on team assignments and revisions.

### 2. Communications summary:

Stakeholders	Communications Name	Delivery Method/Format	Producer	Due/Frequency
Sponsor	Weekly update meeting	Hard copy and short meeting	Megan Hughes	Friday at 10am
Champion	Monthly meeting to discuss progress and receive feedback	Memo, e-mail, short meeting, and intranet site	Dr. Deane	Scheduled time prior to Progress Report deadline
Project team	Weekly status report	Long meeting	All team members	Wednesday at 11am

### 3. Comments/Guidelines:

The Project Team members will work in a timely manner to meet all communication requirements for all stakeholders. If communication is not adequate, team members will address the issues with the respective party. If the issue persists, the team will consult the project champion.

Signature

  
Sponsor, Megan Hughes