



IT Project Management
Project Communication Plan

Names	Project Role	Group/Team		Communication Method				
		Exec Steering	Core Team	Monthly Status Report	Bi-Weekly Core Team Meeting	Monthly Exec Steering Meeting	Ad Hoc Messages & Meetings	Other
	Executive Sponsor							
	Business Sponsor							
	Technical Sponsor							
	Project Manager							
	Business Process Owner (BPO)							
	Business Process Subject Matter Expert (SME)							
	Technical Lead							
	Technical Subject Matter Expert (SME)							
	Analyst							
	Application Developer							
	Disaster Recovery Analyst							
	Communications Analyst							
	Service Desk Analyst							
	Training Analyst							
	Stakeholders							

Standing Meeting List				
Meeting Name	Purpose	Schedule	Place	Contact
Core Team				
Exec Steering				